

GOVERNMENT OF PAKISTAN
MEDICAL TRIBUNAL RULES

Islamabad, the 18th May, 2021.

NOTIFICATION

S.R.O 557(I)/2021. — In exercise of the powers conferred by section 13 of the Medical Tribunal Act, 2020 (XXXIV of 2020), the Federal Government is pleased to make the following rules, namely: —

PART-I

PRELIMINARY

1. **Short title and commencement.**— (1) These rules shall be called the Medical Tribunal (Functions) Rules, 2021.
 - (2) They shall come into force at once.
2. **Definitions.**— (1) In these rules, unless there is anything repugnant in the subject or context, —
 - (a) "Act" means the Medical Tribunal Act, 2020 (Act No, XXXIV of 2020);
 - (b) "Commission" means the Pakistan Medical Commission established under section 3 of the Act;
 - (c) "authorized representative" means. —
 - (i) in relation to the Commission or any other officer of the Commission, an officer or counsel authorized by the Commission to appear, plead and act before the Tribunal; and
 - (ii) in relation to any other appellant or respondent, a person who is an advocate of High Court and is duly authorized by the appellant or respondent to appear, plead and act on his behalf before the Tribunal;

- (d) “bank challan” means an original receipt issued by one of the several bank branches which are for the time being authorized by the Tribunal for collection of the receipts;
- (e) “prescribed form” means the form specified in Schedule I;
- (f) “Registry” means Registry of the Tribunal; and
- (g) “schedule” means a schedule annexed to these rules.

(2) Words and expressions used in these rules, but not defined herein, shall have the same meanings as are assigned thereto in the Act.

PART-II

APPEALS

3. **Procedure for filing appeal.** – (1) A memorandum of appeal shall be presented before the Tribunal, or shall be sent by registered post addressed to the Registrar in the form provided in Schedule I.

(2) A memorandum of appeal sent by post shall be deemed to have been presented before, on the day it was received in, the Tribunal.

(3) Every memorandum of appeal shall be in quadruplicate in addition to the copies of the respondents, each certified by the appellant or his authorized representative to be in conformity with the original accompanied by,—

- (a) a certified copy of the impugned order;
- (b) where an appellant or respondent is represented by an authorized representative, the written authorization in his favour signed by the appellant or the respondent, as the case maybe:

Provided that if for any reason the authorized representative appearing for the appellant or the respondent at the hearing of an appeal could not file authorization letter alongwith the memorandum of appeal, he shall file the same at any time before the commencement of hearing;

- (c) a copy of bank challan evidencing payment of fee as provided under rule 29;
- (d) all documents and evidence as annexed upon which the appellant or respondent rely in his pleadings;

(4) The appellant shall not rely on any ground which is not stated in the memorandum of appeal during the hearing except with the permission of the Tribunal.

(5) The Registrar or, as the case may be, the authorized officer shall diarize the memorandum of appeal showing date of receipt and the signature of the recipient.

4. **Limitation for filing appeal.**—(1) Every appeal shall be preferred within a period of thirty days from the date of communication of the impugned order or direction, as laid down in section 8 of the Act.

5. **Intimation of filing of appeal to the respondent.**—The appellant shall, before filing an appeal, send a copy of memorandum and grounds of appeal to the respondents by registered post. A certificate to this effect shall be appended with the memorandum of appeal.

6. **Filing of affidavit.**—Where a fact, which cannot be borne out by or is contrary to the record, is alleged, it shall be stated clearly and concisely by a duly sworn affidavit and shall have to be filed with the memorandum of appeal.

7. **Pre-trial conference.**—The Chairman or member of the Tribunal may hold pre-trial conferences with parties or their authorized representatives, at the pre-trial stage i.e. before commencement of hearing in appeals or claims, in order to sort out main contentious issues for determination by the Tribunal, besides exploring the possibility of amicable settlement of the disputes, through recognized modes of alternative dispute resolution (ADR) mechanism, including but not limited to mediation and conciliation, etc.

8. **Power to reject.**—The Tribunal may, after giving the parties an opportunity of being heard, reject an appeal in whole or in part at any stage in the appeal proceedings, if –

- (a) It considers that the memorandum of appeal discloses no valid ground of appeal;
- (b) it considers that the appellant is not an aggrieved party or person under section-8 of the Act;
- (c) The appellant fails to comply with any provision of these rules, or any direction, or order of the Tribunal.

8. **Defective memorandum of appeal.**—(1) If the Tribunal considers that memorandum of appeal is not filed in accordance with rule 3, is materially incomplete, unduly prolix or lacking in clarity, the Tribunal may give such directions to the appellant as may be necessary to remedy the memorandum of appeal.

(2) The Tribunal may, if it considers that the efficient conduct of the appeal proceedings so requires, instruct the Registrar to defer forwarding a copy of the notice of appeal to the other parties concerned until after the directions given under sub-rule (1) have been complied with.

(3) If the memorandum of appeal is not re-submitted within the period specified by the Tribunal, the appeal shall stand dismissed.

9. **Appeal number.**—If the appeal is not dismissed in limine, the Registrar shall enter the appeal in a register maintained for this purpose and assign a number thereto which shall constitute the title of the appeal.

10. **Notice of appeal to all concerned parties.**—Notice of admission of appeal and the day fixed for its hearing shall be served on the appellant, the respondents and on such other persons as the Tribunal may deem proper.

11. **Filing of reply to the appeal and other documents by the respondent.**—(1) The respondent shall file four copies of reply statement in addition to the copy of the appellant alongwith similar number of documents in a paper-book form with the Registrar within such time not exceeding thirty days.

(2) Every reply, application or written representation filed before the Tribunal shall be verified in the manner provided in the Code of Civil Procedure, 1908 (Act V of 1908).

(3) A copy of every application, reply, document or written material filed by the respondent before the Tribunal shall be supplied to the appellant.

(4) The Tribunal may, in its discretion, on application by the respondent or other interested party, allow the filing of reply referred to in sub-rule (1) after the expiry of the period originally allowed, provided sufficient cause is shown.

12. **Consolidation, etc.**—Where two or more proceedings are pending in respect of the same decision or which involve the same or similar

issues, the Tribunal may, on the request of a party or of its own initiative, order that the proceedings or any particular issue or matter raised in the proceedings be consolidated or heard together.

13. Production of additional evidence before the Tribunal.—

(1) No party to the appeal shall be entitled to produce additional evidence either oral or documentary, before the Tribunal, except with the permission of the Tribunal, but if the Tribunal requires any document to be produced or any witness to be examined or any affidavit to be filed to enable it to pass orders, or for any other substantial cause, or if the adjudicating officer or the first appellate forum have decided the case without giving sufficient opportunity to the appellant to adduce evidence either on points specified by them or not specified by them, the Tribunal may allow such document to be produced or witness to be examined or affidavit to be filed or may allow such evidence to be adduced.

(2) Where The Tribunal directs that the document may be produced or witness may be examined or evidence adduced before any adjudicating officer or first appellate authority, the adjudicating officer or the first appellate authority, as the case may be, shall comply with the directions of the Tribunal and after compliance shall send to the Tribunal the document, the record of the deposition of the witness or the record of the evidence adduced.

14. Withdrawal of appeal.—The appellant may, with the permission of the Tribunal, withdraw his appeal at any stage.

PART-III
POWERS OF THE TRIBUNAL

15. Powers of the Tribunal.—(1) The tribunal shall, for the purpose of deciding an appeal, be deemed to be a civil court and shall have the same powers as are vested in such a court under the Code of Civil Procedure, 1908 (Act V of 1908) including the powers of –

- (a) Summoning and enforcing the attendance of any witness and examining him on oath;
- (b) Discovery and production of any document or other material object producible as evidence;
- (c) accept evidence on affidavit; and
- (d) requisitioning of any public record from any court or office and issuing commission for the examination of witnesses and documents or both

17. **Head of the Tribunal.** The Chairman shall be the head, and shall be responsible for the conduct of the administrative affairs, of the Tribunal by exercising powers of head of the department.

PART-IV

HEARING OF APPEALS AND DECISIONS

18. **Seat of the Tribunal.**—The Tribunal shall ordinarily hold its sittings at its permanent seat at Islamabad but may hold its sittings at any other place within Pakistan if in its opinion the holding of sittings at such other place will be convenient to the parties to the proceedings before it.

19. **Date of hearing to be notified.**—The Registrar shall notify the date, time and venue of hearing of the appeal to all the parties in such manner as the Tribunal may, by general or special orders direct:

Provided that when next date is fixed in the presence of the parties, no notice shall be issued for such date.

20. **Preparation of cause list for hearing.**—(1) For any working day the daily cause list shall list out the appeals or applications in the prescribed proforma set out in Annex-A to these rules.

(2) Cause list for the day shall be prepared by the Reader of the Tribunal and displayed on the notice board by 12:00 noon on the day preceding the date of hearing

21. **Adjournment of Appeal.**—Subject to sub-section (11) of section 6 of the Act, the Tribunal may on such terms as it deems fit, adjourn the hearing of the appeal on the request of any party.

22. **Hearing of appeal.**—(1) On the day fixed for hearing or on any other day to which the hearing may be adjourned, the appellant shall be heard personally or through his authorized representative, in support of the appeal. The Tribunal shall then hear the respondent or his authorized representative against the appeal and in such a case the appellant shall be entitled to reply.

(2) All parties appearing before the Tribunal may submit a summary of their arguments provided that the Tribunal may not consider such arguments which are included in the summary but not pressed before the Tribunal during the course of hearing.

23. **Ex-parte decision and recall of order.**—(1) Where on the date fixed for hearing or any day to which the hearing is adjourned, any or both the parties fail to appear, the Tribunal may if it deems fit, dismiss the appeal

or application in default or may proceed *ex parte* to decide the appeal or application on the basis of the available record.

(2) The party in default may apply for recalling the orders of dismissal of appeal or application, as the case may be, within thirty days of the dismissal order. The Tribunal after serving notice to the respondents and hearing both the parties, if satisfied that the appellant was prevented by some sufficient cause may recall the order and restore the appeal. In such eventuality, the Tribunal shall fix a date of hearing of appeal or application, as the case may be.

Explanation. –In this rule the word “appear” means appearance in person or through an authorized representative.

24. Application for interim relief. –(1) Any party may submit an application for interim relief together with the bank challan evidencing payment of fee of Rupees twenty thousand. :

(2) An application for interim relief shall state,—

- (a) the subject matter of the relevant proceedings;
- (b) the circumstances giving rise to the urgency;
- (c) the factual and legal grounds establishing a preliminary case for the grant of interim relief by the Tribunal; and
- (d) the relief sought.

(3) On receiving an application for interim relief, the Registrar shall send a copy thereof to each of the other parties to the proceedings and inform them of the date by which they may submit written or oral submissions to the Tribunal.

(4) The Tribunal shall fix a date for hearing of the application for interim relief and, after hearing both the parties, pass an appropriate order.

(5) If the urgency of the case so requires, the Tribunal may grant the interim relief subject to notice to other party for a short date, preferably within a week and after hearing both the parties, the Tribunal may confirm or recall its earlier order:

Provided that no such interim relief shall result in grant of the main relief prayed for in the appeal e.g. reinstatement of a terminated or suspended employee by means of interim relief, in an appeal of such an employee for setting aside termination or suspension order, as the case may be, and his consequential reinstatement.

25. **Decision of appeal.**— The Tribunal in appeal may, confirm, remand or set aside the impugned order and may enhance, reduce the penalty or make such other order as it may deem just and equitable in the circumstances of the case.

26. **Issue of directions by Tribunal.**— The Tribunal may make such orders, or give such directions, as may be necessary or expedient to give effect to its orders or to prevent abuse of its process or to secure the ends of justice.

PART-V **REGISTRAR**

27. **Functions of the Registrar.**— The Registrar of the Tribunal shall discharge his functions under general superintendence of the Chairman and shall discharge such other functions as are assigned to him under these rules or by a separate order in writing by the Tribunal. The Registrar shall have the custody of the records of the Tribunal.

28. **Additional functions and duties of Registrar.**—(1) In addition to the functions and duties assigned in rule 27, the Registrar shall also have, subject to any general or special orders of the Tribunal, the following functions and duties, namely:-

- (a) to receive all appeals, replies and other documents;
- (b) to require any appeal presented to the Tribunal to be amended in accordance with these rules or the relevant law;
- (c) subject to the directions of the Bench, to fix the date of hearing of the appeals or other proceedings and issue notices thereof;
- (d) to order grant of copies of documents or proceedings to parties;
- (e) to grant leave to inspect the record of the Tribunal in a particular appeal case;
- (f) to dispose of all matters relating to the service of notices or other processes, application for the issue of fresh notice or for extending the time for or ordering a particular method of service on a respondent including a substituted service by publication of the notice by way of advertisement in the newspapers;

- (g) to requisition records from the custody of any adjudicating authority;
- (h) to maintain record of appeal cases received by the Tribunal in good order;
- (i) to maintain a proper record of the documents which are destroyed after completion of the period;
- (j) to submit to the Chairman a statement showing institution of cases for each month; and
- (k) to submit to the Chairman a statement showing year-wise pendency.

(2) In case the post of Registrar is vacant, the powers and functions of the Registrar shall be performed by any other official authorized by the Chairman to perform the powers and functions of the Registrar.

PART-VI **FEE**

29. Fee.—(1) Every memorandum of appeal and claim shall be accompanied with a copy of bank challan evidencing payment of fee as provided in sub-rule(2)

(2) Amount of fee payable in respect of an appeal against a direction or decision or order of the commission under the Act shall be ten thousand Rupees.

(3) The Tribunal may, to advance the cause of justice and in suitable cases, waive payment of fee or portion thereof, taking into consideration the economic condition or indigent circumstances of the petitioner or appellant or applicant or such other reason, as the case may be, by an order for reasons to be recorded.

30. Scale of copying fee.— (1) Copying fee shall be as follows:-

- (a) fifty Rupees for the first page or part thereof; and
- (b) twenty Rupees for every additional page or part thereof.

(2) Fee shall be recovered in advance by way of depositing in government treasury through bank challan.

(3) Where a party applies for urgent delivery of a copy of order or any document, the fee chargeable shall be two times of the rate prescribed by sub-rule(1).

31. Procedure and fee for inspection of record. — (1) For inspection of record an application in writing shall be made by either party in appeal to Registrar or any person authorized by the Chairman.

(2) Fee for inspecting records and registers of the Tribunal shall be five hundred Rupees, payable in advance by way of depositing in government treasury through bank challan.

32. Reconciliation of copying and inspection fee.—The Registrar shall, by the fifth day of each month, obtain the progressive total of receipts from the treasury regarding inspection and copying fee.

PART-VII **RECORD OF THE TRIBUNAL**

33. Arrangement of record. — (1) The record of appeals and other petitions shall consist of two parts, namely 'Part-A' and 'Part-B'.

(2) The document specified in Schedule-II shall form 'Part-A' of the record unless otherwise directed by the Chairman, all other documents shall form 'Part-B' of the record.

(3) Before consigning the record of an appeal and other petition to the record room,—

- (a) the record shall be arranged into 'Part-A' and 'Part-B'; and
- (b) every document shall be marked according to arrangement referred to in clause (a) with letter 'A' or, as the case may be, letter 'B':

Explanation. — The expression “documents” used in this rule includes all forms of electronic record.

34. Preservation of record.—The documents forming part of appeals and other petitions specified in the Schedule-I shall be preserved for the period specified in the Schedule-III, which shall be reckoned from the date of final order of the Tribunal:

Provided that the Chairman may for reasons to be recorded in writing order preservation of any document beyond such period.

35. Manner of destruction of record.— (1) After the expiry of the period of preservation specified in the Schedule-III, the record of the appeals and other petitions shall be destroyed in the manner hereinafter prescribed

under the direction and supervision of the Registrar or any officer authorized by the Chairman in this behalf.

(2) All court fee stamps, affixed to documents which are to be destroyed, shall be removed there from and burnt.

(3) The record shall be destroyed by tearing or otherwise, so that no document may be used again.

(4) After destruction of the record, the officer under whose supervision the record was destroyed shall certify that the destruction has rendered such record of no use.

(5) All papers which are rendered of no use after destruction shall, in accordance with the applicable rules on the subject, be sold as waste under the orders of the Registrar and the proceeds of the sale shall be credited to the Government treasury.

36. When Part "B" of the record to be destroyed.— Unless otherwise directed by the Tribunal, Part "B" of appeals and other petitions filed there with shall be destroyed before the record is consigned to the record room:

Provided that Part "B" of appeal or miscellaneous petition shall be preserved where a petition for leave to appeal has been preferred to the Supreme Court and order in respect thereof is communicated to the Tribunal:

Provided further that when an appeal is dismissed for default or is heard *ex- parte*, Part "B" of such appeal shall not be destroyed until the expiry of six months from the date of the final order of the Supreme Court.

37. Fact of the destruction to be recorded.— The fact of destruction of appeals and other petitions shall be recorded under the signatures of the Registrar immediately after their destruction in the register in which such appeals, applications for reference and petitions are entered and also in the index prefixed to the record.

38. Classification, maintenance and preservation of registers.— The registers of the Tribunal shall be maintained in the language of the Tribunal and divided into the following classes, namely:—

- (a) primary registers maintained for showing institution and disposal of appeals, petitions, etc;
- (b) subsidiary registers maintained for administrative purposes; and
- (c) statistical registers maintained for preparing monthly and annual or periodical returns of the Tribunal.

39. Preservation and destruction of returns and other papers.—

(1) The periodical returns, correspondence, personal files of members, officers and employees of the Tribunal and other papers not specified in the Schedule II and the Schedule III shall be preserved for such period as is specified in the Schedule IV and destroyed thereafter.

(2) The period for which the return or the other papers are to be preserved shall be reckoned from the first January following the date which it bears.

Illustration.—Papers of the 2014 which under this rule have to be retained for one year shall become liable to destruction after the 31st December, 2015.

(3) Where any paper is destroyed, the letter "D" shall be marked in red ink against the entry in the register in which such paper is entered.

40. Inspection of record of the Tribunal.—(1) The members of the Tribunal shall inspect twice a year record of the Tribunal with specific reference to the functions of the Registrar and ministerial staff.

(2) The inspection shall commence on the first working day of September and March every year.

(3) Inspection shall focus on the working of the ministerial staff and the Registrar. Emphasis shall be given to inspection of records of old cases pending to expedite disposal thereof. Registers and other record shall be inspected to check if any lapse has occurred and to arrange for destruction of all such registers and record that need to be destroyed.

(4) Any flaw found in the working of the office of Registrar and of the ministerial staff or any irregularity or illegality committed by them shall be recorded in the inspection report, a copy of which shall be given to the Registrar or the concerned ministerial staff, as the case may be, to explain the circumstances under which such irregularities or illegalities were committed and whether remedial action has been taken to avoid such lapses in future or not. The report of inspection shall be completed within fifteen days from the date of its commencement.

(4) A copy of the inspection report prepared under sub-rule (4) shall also be sent to the Chairman.

PART-VIII
GENERAL PROVISIONS

41. Seal of the Tribunal.—(1) There shall be a seal of the Tribunal on which its name and insignia shall be inscribed.

(2) The seal shall remain in the custody of the Registrar or such other officer as the Chairman may direct and shall be affixed on every order passed by the Tribunal.

(3) Subject to rule 42 and any general or special direction by the Tribunal, the official seal of the Tribunal shall not be affixed to any order, summons or other process save under the authority in writing from the Tribunal.

42. Notice to be signed by the Registrar. — Every notice shall be signed by the Registrar or any other officer of the Tribunal authorized by the Chairman in this behalf and shall bear the seal of the Tribunal.

43. Computerization. — For the purposes of effective and efficient case management, the Chairman may from time to time, subject to the availability of resources, direct the Registrar for enforcement of these rules through electronic means or devices..

44. Language of the Tribunal.—(1) The language of the Tribunal shall be English or Urdu.

(2) Appeal, application, representation, document or other matters contained in any language other than English or Urdu shall only be admissible where a true copy of translation thereof in English accompanies the same and in the manner as deemed appropriate by the Tribunal.

45. Dress, office hours and holidays.— (1) The Tribunal shall observe holidays as under:-

- (a) holidays as notified and declared by the Federal Government;
- (b) winter vacations from the twenty-fourth day of December to the first day of January every year; and
- (c) Summer vacations from the fifteenth day of July to the thirty first day of August, every year.

(2) During winter and summer vacations the Registrar and ministerial staff shall remain present in the Tribunal to receive appeals and applications and to conduct other ministerial work.

(3) The timings for hearing of appeals and miscellaneous applications by the Tribunal on a working day shall be from 09.00 am to 01.00 pm on working days subject to completion of the roster of cause list for that day.

(4) Friday shall be the judgment writing day and no cases shall be heard except in urgent matters.

46. Plural remedies.—A memorandum of appeal shall not seek relief or reliefs therein against more than one order unless the reliefs prayed for are consequential.

47. Order to be signed and dated.—(1) Every order of the Tribunal shall be signed and dated by the Members comprising the Tribunal who may, subject to recording of reasons in writing, pass interim orders or injunctions in the interest of justice.

(2) The order shall be pronounced in the sitting of the Tribunal.

48. Correction in order.— Clerical or arithmetical mistakes arising in an order of final adjudication from any accidental slip or omission may at any time, be corrected by the Tribunal either on its own motion or on an application made to it by any of the parties.

49. Hearing to be in Public. — The hearing of cases before the Tribunal shall be in public, except to any part where, in a particular case, the Tribunal considers it otherwise, with reasons to be recorded.

50. Order to be communicated to parties.—The Tribunal shall, after the order is signed, cause it to be communicated to the appellant and to the respondent, announce to the parties in open court.

SCHEDULE I
[FORM A See rule 3]

Before the Medical Tribunal, Islamabad

A. B – Appellant(s)

Versus

CD... and other respondent(s)

Appeal under section 8 of the Medical Tribunal Act, 2020 read with section (s) (specify the relevant provisions invoked in the appeal).

1. Jurisdiction of the Medical Tribunal.

The appellant declares that the subject matter of the appeal falls within the jurisdiction of the Medical Tribunal.

2. Limitation.

The appellant further declares that the appeal is within the limitation period as prescribed in section 8 of the Medical Tribunal Act, 2020.

3. Facts of the case and the details of the orders against which appeal is preferred:

The facts of the case are given below:

(give a concise statement of facts and grounds of appeal against the specific order in a chronological order, each paragraph containing as nearly as possible, a separate issue or fact).

4. Relevant provisions of law

(Reference must be made to all the relevant provisions invoked and to be relied upon in the appeal).

5. Legal grounds

(Give all the legal grounds with reference to the law which are based upon).

6. Relief sought

In view of the facts mentioned in paragraphs 3, 4 and 5 above, the appellant prays for the following relief: (specify the reliefs sought, explain the grounds for reliefs and the legal provisions, if any, relied upon).

7. Matter not pending with any other etc.

The appellant further declares that the matter regarding which this appeal has been made is not pending before any court of law or any other authority or any other Tribunal.

8. Details of index

An index containing the details of the documents to be relied upon is enclosed.

9. List of enclosure

Signature of the appellant / authorized representative.

10. Verification

1. (name in full in block letters) son/daughter/wife of _____ being the appellant / authorized representative of (____) do hereby solemnly declare that the foregoing constitutes full, true and plain disclosure of all material facts and nothing has been concealed, and that the contents of paras 1-10 are true to my personal knowledge and belief.

Verified today this day of

Signature of the appellant/authorized representative

Place:

Date:

**Schedule-II
[See rule 33]
Part "A"**

1. Part A of the judicial record shall consist of the following documents, namely:-

- (a) Folder containing the particulars of appeals, petitions and brief abstract of the orders of the Bench;
- (b) order sheet or chronological abstract of orders;
- (c) original copy of memorandum of appeal;
- (d) original copies of petitions;
- (e) affidavits;
- (f) interlocutory orders of the Benches;
- (g) judgment or any other final order;
- (h) all notes in the handwriting of the Members; and
- (i) judgments and orders of the Supreme Court.

2. Subject to any direction by the Tribunal to the contrary, part-B of the record shall consist of all documents in such records as are not indicated as belonging to part-A.

Schedule-III
[See rule 35]

Preservation of Record

- (a) Documents to be preserved permanently.
 - (i) Part "A" of the appeals, and petitions; and
 - (ii) Judgments of the Supreme Court.

- (b) Part "B" of a judicial record and applications of a miscellaneous character filed with such record shall be destroyed before such record is consigned to the record-room:

Provided that the Chairman may for the reasons to be recorded in writing order preservation of any document beyond such period:

Provided further that, where an appeal lies to the Supreme Court of Pakistan, part B of the record of such appeal shall be preserved until the period for the presentation of an appeal has expired, or where an appeal has been made, till the judgment of the Supreme Court of Pakistan, has been communicated to the Tribunal:

Provided also that when a case by the Tribunal has been dismissed for default or heard ex-parte, part-B of the record shall not be destroyed until the expiry of six months from the date of the decision:

Schedule-IV
[See rule 39]

Preservation of Return and other papers

- (a) Return,—
 - to be preserved for two years,—
 - (i) index of judicial correspondence; and
 - (ii) budget estimates;

- (b) Correspondence to be, preserved for one year,—
 - (i) reminders;
 - (ii) charge certificate; and
 - (iii) letters asking for circulars, copies of rules, petitions for employment private letters and petitions asking for

information regarding rules or the outstanding claims of the Tribunal etc.;

(c) Personal files of official of the Bench,—

- (i) who die while in service shall be preserved for three years after their death, provided there are no outstanding claims on the part of their heirs; and
- (ii) who have retired shall be preserved until their death, provided that no file shall be destroyed before three years from the date of retirement even if death occurs within three years of retirement;

(d) Account statements,—

- (i) to be preserved for one year,—
Sub-vouchers for twenty five rupees or less which are not submitted to audit;
- (ii) to be preserved for three years,—
bills and vouchers for over twenty five rupees counterfoils and miscellaneous account papers;

Note: It shall be ensured that no bill or voucher is destroyed, even after expiry of the period mentioned above until all audit objections, if any relating to it have first been settled; and

- (iii) to be preserved permanently unless otherwise directed by the Tribunal; Cash books, journals and ledger accounts.

ANNEX-A

[(See rule 20)]

GOVERNMENT OF PAKISTAN
MEDICAL TRIBUNAL
CAUSE LIST OF CASES FIXED FOR HEARING _____

S.N O	APPEAL NO.	NAME OF APPELLANT (S)	NAME OF RESPONDENT (S)
(1)	(2)	(3)	(4)

[No. 13(2)/2021-A.IV]

(Sajid Afzaal)
Section Officer