GOVERNMENT OF PAKISTAN
SECRETARIAT OF THE COUNCIL OF COMMON INTERESTS
5th Floor, Kohsar Block, Pak. Secretariat
******

No.F.1(1)/2022-CCI-Misc. Islamabad, the 2nd November, 2026

Subject: **STRICT OBSERVANCE OF RULES OF PROCEDURE OF CCI, 2010 BY THE MINISTRIES/ DIVISIONS AND PROVINCIAL GOVERNMENTS WHILE PREPARING CASES (SUMMARIES) FOR THE COUNCIL OF COMMON INTERESTS (CCI)**

Article 154 of the Constitution of Islamic Republic of Pakistan, 1973, deals with functions and rules of procedure of the Council of Common Interests (CCI). It states that **"*The Council shall formulate and regulate policies in relation to matters in Part II of the Federal Legislative List and shall exercise supervision and control over related institutions.*"** Besides, in terms of Article 155 and Article 157 of the Constitution, the Council deals with settlement of water sharing and electricity related disputes between the Federal and Provincial Governments.

2. The manner of submission of cases to the CCI & preparation of summaries thereof has been provided in Rule 10, Schedules II and III of Rules of Procedure of CCI,2010.

3. It has been observed that at times, the summaries submitted by the Ministries/Divisions as well as Provincial Governments do not fully conform to the requirements of Schedule I, II & III of the Rules of Procedure of CCI, 2010. Usually, the summaries either do not fall in the purview of CCI, or submitted without incorporating views / comments of stakeholders / provincial governments, and recommendations of the Federal Government or Provincial Governments concerned. In some cases, the Summaries are received shortly before the date of the meeting, leaving little time for the members to study the proposals contained therein.

4. In order to facilitate the submission of Summaries to the CCI in a proper form, the following checklist is being circulated for strict observance by Ministries/Divisions and Provincial Governments:-

(i). Whether the summary falls in the purview of CCI in terms of Article 154 of the Constitution read with Federal Legislative List-II and other relevant constitutional provisions? In case of uncertainty, advice of Ministry of Law and Justice may be obtained before submitting the Summary.

(ii). Whether the summary is concise, lucid, and printed, containing background and relevant facts, and points for decision?

(iii). Whether the summary is being submitted with recommendations of Federal Government or Provincial Governments concerned?

Note: The recommendations of Federal Government (Cabinet) in case of Federal Ministries/ Divisions and Provincial Government (Provincial Cabinet) in case of summaries of Provincial Governments Departments must be obtained and reflected in the summaries.

(iv). Whether the summary is self-contained and does not exceed two printed pages?

(v). Whether the summary includes as appendices such relevant papers as are necessary for proper appreciation of the case?

(vi). Whether a reference to previous CCI decision, if any in the matter, has been incorporated and annexed to the summary?

(vii). Whether views of all concerned stakeholders (including Ministries /Divisions and Provinces) as well as points of difference have been incorporated and annexed to the summary? Prior consultation with all concerned stakeholders must be carried out and their views and points of difference should invariably be incorporated in the Summary.

(viii). Whether the summary includes the following: -

a) name of the sponsoring Division of the Federal Government or Department of the Provincial Government;

b) subject of the case;

c) name and designation of the officer submitting the Summary (Secretaries/Additional Secretaries-in-Charge of Divisions concerned in case of Federal Government and Chief Secretaries in case of Provincial Government);

d) place and date of submission; and

e) serial number.

(ix). Whether the words "SUMMARY FOR THE COUNCIL OF COMMON INTERESTS" appear at a prominent place, above "Subject"?

(x). Whether the summary is marked as "SECRET" at the top right corner on first page?

(xi). Whether the summary has reached the CCI Secretariat well before time. In accordance with Rule 5(8) of the Rules *ibid*, for inclusion in the agenda of a meeting, the summary must reach the Secretary, CCI Secretariat at least fifteen days in advance of the meeting.

(xii). In addition, 55 copies of the summary with one original (duly signed on each page) alongwith scanned/soft copy, are required for proper appreciation of the cases before the CCI.

5. The Ministries/Divisions concerned and Provincial Government Departments are requested that the above-mentioned checklist may strictly be followed while preparing and submitting cases (summaries) for the Council of Common Interests (CCI), please.

6. This issues with the approval of Secretary, CCI.

(**Syed Mudassar Hussain Shah**)
Deputy Secretary (CCI)
Ph: 051-9103532

Secretaries/Additional Secretaries (In-charge) of concerned Ministries/Divisions.
Chief Secretaries, Governments of Punjab, Sindh, Khyber Pakhtunkhwa, Balochistan.

Copy to:

1. Secretary (I&C), S&GAD, Government of the Punjab, Lahore.
2. Secretary, IPC Department, Government of Sindh, Karachi.
3. Secretary, IPC Department, Government of Khyber Pakhtunkhwa, Peshawar.
4. Secretary, IPC Department, Government of Balochistan, Quetta.