



**GOVERNMENT OF KHYBER PAKHTUNKHWA  
HEALTH DEPARTMENT**

No.SOB-II/HD/Misc:/2019-20

Dated Peshawar the 3<sup>rd</sup> September, 2020

To

- 1 The Director General,  
Health Services, Khyber Pakhtunkhwa,  
Peshawar.
2. The Director General,  
PHSA, Khyber Pakhtunkhwa, Peshawar
3. The Director General,  
Drug Control & Pharmacy Services,  
Khyber Pakhtunkhwa, Peshawar.
4. The Director Health Services, Merged Areas,  
Peshawar

**Subject: NEW TEMPLATE FOR SNE MEETINGS**

I am directed to refer to the subject noted above and to forward herewith a copy of the Finance Department letter No.BОВI/FD/8-1//2019-20/SNE dated 28.08.2020 alongwith its enclosure with the request that in future all SNEs proposals may be submitted both in hard and soft forms on the prescribed format/template of Finance Department. No proposal will be entertained without submitting the same on that prescribed format/template.

Instructions may also be issued to fields formations, please.

(Muhammad Israr)  
**SECTION OFFICER (BUDGET-II)**

Endst: of even No. & Date

Copy forwarded to:

1. The Dy. Director-IT, Health Department with the request to upload the same on the official website of the department.
2. PS to Secretary Health, Khyber Pakhtunkhwa, Peshawar.

**SECTION OFFICER (BUDGET-II)**



GOVERNMENT OF KHYBER PAKHTUNKHWA  
FINANCE DEPARTMENT

Finance Department Civil Secretariat Peshawar

<http://www.finance.gkp.pk>

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NO. BOVI/FD/8-1/2019-20/SNE

Dated Peshawar the 28-08-2020

To ✓

The Secretary to Govt. of Khyber Pakhtunkhwa,  
Health Department, Peshawar

L.No. 5876  
Date 31.8.20  
Secretary Health

Subject: NEW TEMPLATE FOR SNE MEETINGS

Dear Sir,

I am directed to refer to the subject noted above and to enclose herewith a copy of prescribed "TEMPLATE FOR SNEs" designed by the Finance Minister's team containing certain information about the SNEs which a Department intends to place it before the notified Committee.

It is therefore, requested to kindly prepare all Schedule for New Expenditure (SNE) cases on the enclosed format (if any) and send copy of the same both in (hard & soft) to this Department within seven days before the said Committee would take place. Email address: ([bovifd2020@gmail.com](mailto:bovifd2020@gmail.com))

Yours faithfully,

Budget Officer-VI

Encl: As above:-

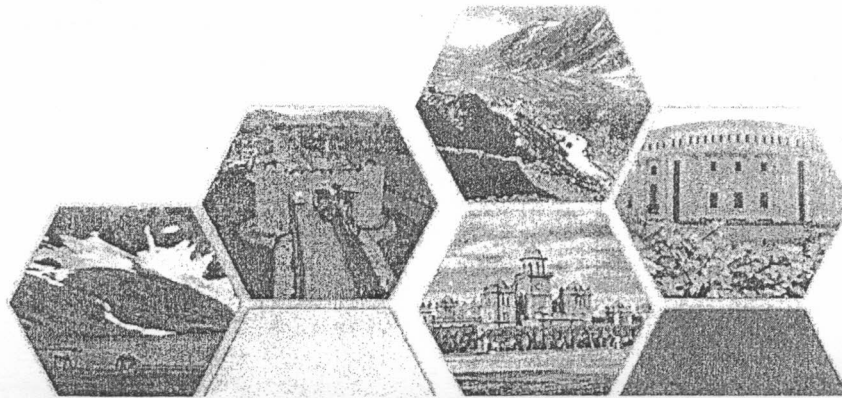
Copy for information to the Budget Officer-I, Finance Department.

Budget Officer-VI

SSH-BAD/CPD  
31/8/2020  
Dy(B)/SOB I, II  
Speak vi.  
22-20

## SNE Template

24<sup>th</sup> August 2020



### Department Needs to prepare the answers for the following questions

Instructions: Answers for the following questions(where applicable) with proper working shall be presented before the SNE Committee

- 1 Purpose of the demanded SNEs? Also If a similar structure currently exists, please mention their current workload and why it cannot be accomplished by the existing structure? (How crucial is the creation of this post and what problem will the creation of this post solve) – Annexure I
- 2 Provide the budgetary status and cushion the department has for the FY2020-21? – Annexure II
- 3 Overview of the current staff structure. Mention the Sanctioned, Filled, Vacant Seats for the department and sub departments. Please identify the vacant positions and mention if the positions can be re-designated i.e. create new posts in lieu of existing posts – Annexure III
- 4 Designation-wise breakdown of the SNE demanded – Annexure IIIa
- 5 Please provide the breakdown of the current and proposed service delivery and non-service delivery staff. IV
- 6 Please provide the current organogram of the department or sub-department for which the SNE is demanded – Annexure V
- 7 Please provide recruitment timeline of the positions demanded - Annexure VI

## Annexure I

**Purpose of the demanded SNEs? (How crucial is the creation of this post and what problem will the creation of this post solve)**

Instructions: Also if a similar structure currently exists, please mention their current workload and why it cannot be accomplished by the existing structure?

## Annexure II

**Department Budgetary Status and Cushion**

Instructions: Please add the budgetary status and cushion with the department for the year 2020-21

Department	Area	Salary	Non-Salary	Total Current	Dev. Local	Dev. FPA	Dev AIP	Lumpsum budget at the disposal of Finance	Lumpsum budget at the disposal of Department	Total 2020-21
Example: Agriculture	Total (P+D)	5,879	1,137	7,016	4,766	5,357				17,139
	Provincial(P)	2,674	701	3,375						3,375
	District(D)	3,205	435	3,641						3,641
	Merged Areas	1,070	77	1,147	777	738	2,677			5,339

Annexure V

### **Organogram of the Department after recruitment**

Instructions: Please Identify the areas where the new SNE positions will be added in the current organogram

Annexure VI

### **Recruitment Plan**

Instructions: Please identify the recruitment plan of the positions demanded also mention the **Current Year Financial Implication**