

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

(In the name of ALLAH, the Most Beneficent, the Most Merciful)

وَأَعْتَصِمُوا بِحَبْلِ اللَّهِ جَمِيعًا وَلَا تَفَرَّقُوا وَاذْكُرُوا نِعْمَتَ اللَّهِ عَلَيْكُمْ إِذْ كُنْتُمْ أَعْدَاءً فَأَلَّفَ بَيْنَ قُلُوبِكُمْ فَأَصْبَحْتُمْ بِنِعْمَتِهِ

اور سب مل کر خدا کی (ہدایت کی رسی) کو مضبوط پکڑے رہنا اور متفرق نہ ہونا اور خدا کی اس مہربانی کو یاد کرو جب تم ایک دوسرے کے دشمن تھے تو اس نے تمہارے دلوں میں الفت ڈال دی اور تم اس کی مہربانی سے بھائی بھائی ہو گئے

And hold fast, all together, by the rope which Allah (stretches out for you), and be not divided among yourselves; and remember with gratitude Allah's favour on you, how ye were enemies and He made friendship between your hearts so that ye became as brothers by His grace
(verses 103 Al-Imran)



كُنْتُمْ خَيْرَ أُمَّةٍ أُخْرِجَتْ لِلنَّاسِ تَأْمُرُونَ بِالْمَعْرُوفِ وَتَنْهَوْنَ عَنِ الْمُنْكَرِ وَتُؤْمِنُونَ بِاللَّهِ
وَلَوْ ءَامَنَ أَهْلُ الْكِتَابِ لَكَانَ خَيْرًا لَهُمْ مِّنْهُمْ الْمُؤْمِنُونَ وَأَكْثَرُهُمُ الْفَاسِقُونَ

تم سب امتوں میں سے بہتر ہو جو لوگوں کے لیے بھیجی گئی ہیں اچھے کاموں کا حکم کرتے رہو اور برے کاموں سے روکتے رہو اور اللہ پر ایمان لاتے ہو اور اگر اہل کتاب ایمان لے آتے تو ان کے لیے بہتر تھا کچھ ان میں سے ایماندار ہیں اور اکثر ان میں سے نافرمان ہیں

You are the best of people [as an example], evolved for humankind, enjoining what is right, forbidding what is wrong, and believing in Allah. If only the People of the Book had faith, it were best for them: among them are some who have faith, but most of them are perverted transgressors (defiantly disobedient) among them are some who have faith, but most of them are perverted transgressors

(Verses 110 Al-Imran)

أول الله عَلِيمٌ، اعْلِي، عَالَمٌ جو تَبِي؛
قَادِرٌ پْنَهْنَجِي قُدْرَتِ سِينِ، قَائِمٌ آهِ قَدِيمِ؛
وَالِي، وَاحِدٌ، وَحَدَّةٌ، رَازِقٌ، رَبُّ رَحِيمِ؛
سو ساراہ سچو تَبِي، چِي حَمْدُ حَكِيمِ؛
کري پاڻ کَرِيمِ، جوڑون جوڑ جھان جي.

سائين سدائين، گرین مٿي سنڌ سُڪان
دوست مٺا دلدار عالم سڀ آباد گرین .

- ❖ *Our Mission* is to protect the self-respect/dignity of the public servants.
 - ❖ *Our Manifesto* is to strengthen and protect Government Institutions & Departments.
 - ❖ *Our Struggle* is to improve economic status better & up to the mark of public servants.
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Adopting APCA Bye-Laws 2011 refer to articles shortly as:-

Chapter-I

INTRODUCTION

According to Bye-Laws under Article-1, the name of the Association (1) “**All Pakistan Clerks Association**” (Shaheed Saqi), in Sindhi “**آپڪا**”, in English “**APCA**” & in Urdu “**ايپڪا**” .

- (a) Working Area:- Association “APCA” is functioning their activities under the Constitution of Pakistan under article 1, (2),(a), (b), (c) & (d), the province of the Baluchistan, the Khyber Pakhtunkhwa, the Sindh, Punjab, the Gilgit Biltistan, the Azad Jammu Kashmeer, the Islamabad Capital Territory referred to the as Federal Capital, such states & territories as or may be included in Pakistan, in accordance with the Constitution of the Islamic Republic of Pakistan.
- (b) APCA members will work their right under the Constitution of Islamic Republic of Pakistan in the Articles 15, 16 & 17 (i) & Members of the association believe their struggle to enable play a vital role in their major problems.

(c) Association Head Quarter / Sub Office:-

In order Association's affairs, the Place of Posting of Central President of the Association will be determined as headquarters.

Head Quarter	APCA House, CTA&AD, Bangalow No.C-82, Clifton Karachi Sindh
Sub-Office	Mr Sajjad Saraiki C/O District Education Officer, Usman Jomezai Street, Masjid Road Quetta
Sub-Office	Mr M A Bhurgri C/O District Education Officer (Academic & Training) Jamshoro At Telegraph Workshop Kotri

(d) The Central & Provincial President(s) of APCA is/are authorized to open/make Central and Provincial Headquarters Office of the Association at any Big City throughout Pakistan.

(e) Provincial/District Headquarter:-

- i. The place of posting of the concerned Provincial President is Provincial Headquarter of the Association.
- ii. The place of posting of General Secretary of the concerned is Sub-Headquarter/ Sub-Office of the Province.
- iii. The concerned Office of District/Divisional President's is may be treated as the office of APCA respectively.

Chapter-II

Articles-2

AIMS & OBJECTIVES

- ❖ To achieve the aim & objectives of APCA / employees organization & their members using all legal means.
- ❖ To fight against injustice with employees at all & to enable an extraordinary struggle for members of the Association.
- ❖ To strive for the restoration of higher dignity of employees and protection of Institutions and members of the Association.
- ❖ The adoption of such measures & services for the betterment of members with significant for increasing the popularity of the Association & their members.
- ❖ To create an atmosphere of goodwill/brotherhood and close cooperation among members and struggle for the strong department and Government Institutions.

Chapter-II

MEMBERSHIP

Articles-3

ELIGIBILITY

- **All Clerical / Official Staff / All Employees of (Technical, Non-Technical /Teachers) BPS-7 to BS-17/18-19 including Official staff, Steno Typists/ Stenographers, Office Superintendents including AAOs/AOs /Assistant Directors/DD or other who promoted from lower Grade to the post of Officer of Federal, Provincial, Semi-Government, Development Authorities like ICT, TMA, CDA, HDA, SDA, LDA, MDA, Universalities, Board of Examination /Autonomous Body etc.**
- **After promotion, the Officers Grade 17/18-19, who are/were primarily members of APCA and wants to work as a member and representative in APCA is acceptable as "Life Time Members / Job Time Member".**
- **All Government/Semi-Government /Autonomous Bodies employees working in lower Staff from BPS-1 to BPS-4/5 like Naib Qasid, Chowkidar, Malhi, Driver etc filled membership Form being affiliated member of APCA.**
- **All employees (Federal, Provincial, Semi-Government Department(s) & Autonomous Body) will abide by the rules and regulations of APCA to fill Membership Form in the prescribed format (Urdu & English) and through an Online link.**

Articles-4

FEES & MONTHLY DONATION

1) - By abiding & after agreeing to the Rules /Bye-Laws of Association to join APCA, Unless the organization is strong, Generally Membership will be free and the work of the organization will continue on its self-help basis until we are united. Once the organization (APCA) is strong, pay the membership fee, according to the following rules for each member, annual or monthly fees. In addition, Membership is divided in to three categories:-

- i. To pay Rs. 15000/= (Rupees Fifteen thousand only) at once for Life Time Member of APCA.**
- ii. To Pay Rs.10000/= (Rupees Ten thousand only) at once for Job Time Members of APCA**
- iii. To Pay Rs.600/= (Rupees Six hundred) at once for employees of BPS-6 to BS-16/17 for Individual Member or Rs.300/= (Rupees three hundred) at once for employees BPS-1 to BPS-5) as Annual Fee or Rs.50/= Monthly fee for Individual Member.**

a) The annual fee will increase by 10% from July 2022 & onward.

2)- Distribution of Monthly/Yearly fees/donations as under:-

- i. 30% Share of Unit.**
- ii. 30% Share of District.**
- iii. 20% Share of Province.**
- iv. 20% Share of Central (Markaz).**

Article-5

Read this article in the details for Membership and denial of membership under para (a) & (b).

Article-6

Read this articles in the details to end of Privileges of membership and become a member twice again under para (a) , (b), (c), (d), (e) & (f).

Chapter-III
STRUCTURE OF ASSOCIATION

Articles-7

In Association (APCA) an Executive Body is empowered shall be council of Administration, see details in Bye-Laws 2011

Articles-8

CENTRAL EXECUTIVE BODY

The Central Executive Body comprising the following Office Bearers not less than 32 +1 Chairman, not including Auditor or less .

SR#	NOMENCLATURE IN APCA AS CENTRAL EXECUTIVE BODY	NO.
1	Central Chairman (Life Time) Honorary	1
2	Central President	1
3	Senior Vice President	1
4	Vice President / Naib Saddar	5
5	Secretary General	1
6	Additional Secretary General	1
7	Deputy Secretary General	5
8	Information/Press Secretary	1
9	Assistant Press Secretary	5
10	Finance Secretary / Treasurer	1
11	Assistant Finance Secretary	5
12	Rabita Secretary	5
13	Office Secretary	1
	Total	33

Note:- If APCA leadership wants to feel good for the best interest of APCA activities to be increased the post of Senior Vice Presidents and must reduce the number of Naib Sadar/Vice President with the name of Junior Vice Presidents.

Articles-9

To see these articles regarding the affairs of the Association, Board President & Secretary General and other cases for extraordinary achievement

Articles 10**PROVINCIAL EXECUTIVE BODY**

- (a) The Provincial Executive Body comprising the following Office Bearers not less than 16 including Provincial Chairman, (if increase the Senior Vice President to decrease the No. of Vice-President/Naib Sadar or JVP)

SR#	NOMENCLATURE IN APCA AS PROVINCIAL EXECUTIVE BODY	NO.
1	Chairman (For 4 Years)	1
2	Provincial President	1
3	Senior Vice President	1
4	Vice President / Naib Saddar	5
5	General Secretary	1
6	Additional Secretary General	1
7	Deputy General Secretary	1
8	Information/Press Secretary	1
9	Assistant Press Secretary	1
10	Finance Secretary / Treasurer	1
11	Assistant Finance Secretary	1
12	Office Secretary	1
	Total	16

To see more details under para (b) & (c) regarding the affairs of the Association & selection of more Office Bearers in Provincial Executive Body and Nomination of Coordinator & other activities for extraordinary achievement.

Note:- If APCA leadership wants feel good for the best interest of APCA activities to be increased the post of Senior Vice Presidents and must reduce the number of Naib Sadar/Vice President with the name of Junior Vice Presidents.

Article-11**DIVISIONAL EXECUTIVE BODY**

(b) The Divisional Executive Body comprising the following Office Bearers not less than 5-10. As usual District President at Divisional Headquarter will also be Nominated as Divisional Coordinating President .

SR#	NOMENCLATURE IN APCA AS DIVISIONAL EXECUTIVE BODY	NO.
1	Divisional Coordinating President/Div. President	1
2	Senior Vice President	1
3	Vice President / Naib Saddar	1
4	General Secretary	1
5	Information/Press Secretary	1
	Total	05

Articles 12**DISTRICT EXECUTIVE BODY**

(a) The District Executive Body comprising the following 15 Office Bearers not less than 12 .

SR#	NOMENCLATURE IN APCA AS DISTRICT EXECUTIVE BODY	NO.
1	President	1
2	Senior Vice President	1
3	Vice President / Naib Saddar	5
4	General Secretary	1
5	Deputy General Secretary	1
6	Information/Press Secretary	1
7	Assistant Press Secretary	2
8	Finance Secretary / Treasurer	1
9	Assistant Finance Secretary	1
10	Office Secretary	1
	Total	15

To see more details under para (b) regarding the affairs of the Association & selection of more Office Bearers in District Executive Body for extraordinary achievement through their struggles.

Articles 13**FORMATION OF SECTOR/UNIT EXECUTIVE BODY**

(a) In every District in each department , if 150 & more are registered members of the Unit/ Sector , Only one Department Sector will be function in APCA at District Level comprising the following 10 Office Bearers / Executive Body .

SR#	NOMENCLATURE IN APCA AS SECTOR/UNIT EXECUTIVE BODY	NO.
1	President	1
2	Senior Vice President	1
3	Vice President / Naib Saddar	3
4	General Secretary	1
5	Deputy General Secretary	1
6	Information/Press Secretary	1
7	Finance Secretary / Treasurer	1
8	Office Secretary	1
	Total	10

(b) In every department, more than 50 & less than 150 are registered members of the Unit/ Sector, comprising the following 08 Office Bearers / Executive Body of Unit /Sector.

SR#	NOMENCLATURE IN APCA AS UNIT/SECTOR EXECUTIVE BODY	NO.
1	President	1
2	Senior Vice President	1
3	Vice President / Naib Saddar	1
4	General Secretary	1
5	Deputy General Secretary	1
6	Information/Press Secretary	1
7	Finance Secretary / Treasurer	1
8	Office Secretary	1
	Total	8

- (c) In every department, less than 50 registered members of the Unit, comprising the following 06 Office Bearers / Executive Body of Unit .

SR#	NOMENCLATURE IN APCA AS UNIT/SECTOR EXECUTIVE BODY	NO.
1	President	1
2	Senior Vice President	1
3	Vice President / Naib Saddar	1
4	General Secretary	1
5	Information/Press Secretary	1
6	Finance Secretary / Treasurer	1
	Total	6

- (c) Association at Tehsil level to enable the extraordinary activities , Executive Body will consist of the following 6 office bearers.

SR#	NOMENCLATURE IN APCA AS TALUKA EXECUTIVE BODY	NO.
1	President	1
2	Senior Vice President	1
3	Vice President / Naib Saddar	1
4	General Secretary	1
5	Information/Press Secretary	1
6	Office Secretary	1
	Total	6

Articles 36

The nomination fee is a requirement for every level of Office Bearer of APCA Pakistan is included in the Manifesto / Bye-laws 2011.

Note:-The decision to charge or relaxation of the Nomination fees will be made in light of the decision taken in the meeting of Representatives.

Further mentioning that Manifesto / Constitution / Bye-Laws 2011 of APCA Pakistan (adopted) covers 60 articles that are available in book form.

I am thankful to Allah SWA & for making me a healthy person in the Muslim Ummah and giving me a sense of mind to strength and to contribute good deeds & all viewers as well as APCA members of the motherland, Pakistan for their unique acclaim. They have bestowed upon this APCA Web (www.apcapk.com).

There is no denying the fact the APCA Web is very beneficial for those members, who want to share their knowledge and views may be forwarded to our willing workers as well as APCA Representatives & too easy contact with APCA Leaders.

All members & Office Bearers of APCA are requested to kindly suggest us and give technical & moral support regarding the strong struggle for more & more APCA unite with unity, faith & discipline, as UNION IS

STRENGTH.

Before I go to end, I am also thankful to Mr. Ali Hassan Mallah , Founder Director, Indusilicon Software Jamshoro, encouraged with moral support gave me to Launch APCA Web and the complete big task before APCA Seminar held on 5th January 2010 at Press Club Hyderabad. Therefore, APCA Leader Mr. Nazar Hussain Korai the than Central President was being opened APCA Web before the leadership who participated in the Seminar & redesigned it again during the end of the year 2011 and from time to time up to December 2020 Changes were made and due to non-payment of annual renewal fees, the web was announced for sale. There we purchase new web domain www.apcapk.com during the month of March 2021.

Later on, In accordance with the decisions taken by the APCA members/representatives in their meetings from time to time since last three months up to September 2020, in order to streamline the circumstances for making good welfare of employees, as well as for prevailing situation of APCA Pakistan to run day by day the affairs of the association, so by adopting the Constitution /Bye-Laws 2011 (Amended) for the establishment /reorganizing of All Pakistan Clerks Association (Shaheed Saqi) Pakistan with immediate effect.

Therefore, in the exercise of powers vested in him (Central Chairman Mr. Zulfiqar Ali Shaikh) under Chapter -IV, Article -21, (1) (a) (iii) of APCA Constitution / Bye-laws 2011 (Amended), in partial modification of CEB's Notification of 29/10/2020 (under Chapter-III, Articles-8), an Adhoc Central Executive Body of All Pakistan Clerks Association (Shaheed Saqi) Pakistan is being declared on 30th January 2021.

Kotri, Dated 15/3/2021

With Best Compliments From



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