English to Urdu Dictionary of Official Phrases
Dictionary of Official Phrases

Abandon
Abandoned
Abandon grant
Abandon property
Abandon stocks
The expenditure can be met from the abandoned grant in other sectors.
The idea of strengthening the structure was abandoned.
Abandonment
Abandonment of domicile
Abandonment of easement
Abate
Abatements
Abate of renuisance
Abate of revenues
Abbreviated
Telegraphic address
The first thing for a new Govt: organization is to get its abbreviated telegraphic address registered with the Telephone & Telegraph Department
Abolish
All temporary posts will be abolished in next year’s budget
The centre was abolished
Abolish
Abolition
A formal law is necessary for the abolition of interest system
abolish of posts
He became surplus on account the Abolition of posts
Abdicate

Abdicate abdication

Abdicate of rights is possible but responsibilities have to be fulfilled

Abet

Abet abetment

Abet of crime is also punishable under law

Abeyance

Abide by the terms & conditions

Abide by the rules

Abide by a decision

Ability

Ability and capacity

Abnormal

Abnormal behaviour

Abnormal Child

Abnormal circumstances

Abnormal conditions

Abnormal feature
Abnormal increase

Abnormal indent

The abnormal circumstances justify a lenient view

There has been an abnormal increase in the expenditure on hot & cold weather charges

Abort

abortive

abortive trial

Above

Above average

Above and beyond duty

Above cited

Above mentioned

Above named

Above noted

Above said

Above par

He was rated as above average in his annual confidential report.

A conscientious work accepts responsibilities above and beyond his normal duties.

Please compile a list of all the above mentioned cases.

Abridge

Abridged

Abridge edition

Abroad

Leave abroad on full pay

Abrogate

The new Act will abrogate the existing laws on the subject

Abrogation

No express or implied abrogation of the existing policy is contemplated

Abrupt
Abrupt beginning

Absolute presumption

Absolute necessity

Absolute necessity

Absolute minimum

Absolute liability

Absolute discretion

Abscond

The Afghan soldier absconded with his rifle

Absconder

He was declared absconder because he did not appear in court

Absence

Absence abroad

Absence from duty

Absence on duty

Absence of restraints

Absence without leave

Absentee

Absentee landlord

Absentee

Absence.

If the accused does not turn up the case will be heard in absentia

If the accused fails to appear before the inquiry officer he can be proceeded against in absentia

Absolute
discretion

Absolute liability

Absolute minimum

Absolute necessity

Absolute necessity

Absolute presumption
Absolute truth

No administrative head has got absolute discretion

Absorb

Absorption

Absorption in future annual increments

Absolve

Absolve absolved of the charges

Abstract

Abstract of statement

Abstract of stock receipts

Abstract of stock issues

Abstract of indictment

Abstract of estimates

Abstract of accounts

Abstract bill

Abundant

Abstain

Govt: servants should abstain from taking part in political activities
In a democratic society no one should abstain from voting

Abundant proof

The continued absence is an abundant proof of his lack of interest in service
No one should be punished without proof

Abuse

Abuse of concession

Abuse of confidence

Abuse of discretion

Abuse of power/authority

Abuse of rules
Abuse of authority leads to corruption

There was widespread abuse of travel concession

To let off a defaulter is an abuse of discretion

Academic

Academic ability

Academic year

His name cannot be considered as he does not possess the academic ability.

Academic year begins in June

Accede

Accede states

His request cannot be acceded to

Accelerate

Accelerate accelerated

Accelerate promotion

Accelerate acceleration of development

He was granted accelerate promotion for outstanding perform:

Accept

Accept a bill

Accept a request

Accepted for payment

Acceptable

The proposal in its present form is not acceptable

Acceptance

Acceptance absolute

Acceptance conditional

Acceptance implied

Acceptance of proposal

The acceptance letter was not issued in time

Acceptance note
Acceptance partial

Acceptance qualified

Acceptance of application is not enough

A partial or conditional acceptance will not solve the problem

Acceptance of application does not constitute a right to service letter

Accepted

Accepted for payment

Access

Every one does not have access to secret documents

Accessible

Accessible mistakes have to be overlooked

Sometimes access omissions in official letters have serious consequences

Accident

Accidental

Accidentally

Accidental omission

Accident inevitable

This was an accident meeting

Accommodate

Accommodating

Accommodation

Accommodating items

Accommodating party

Accompany

The Secretary will accompany the Minister during the tour

Accompanied by

tour

Accompanying
Further details are given in the accompanying documents

Accomplish

Accord

Accord reception to

Accord sanction

Accord sanction to the creation of additional posts

Resolution was accepted with one accord

There was complete accord on this question

Accordance

In accordance with the relevant rules

Leave account prepared in accordance with rules

Accordingly

Please inform Mr. X accordingly

Please take action accordingly

According to

According to law

According to order

According to rules

According to availability of funds

According to requirements of the case

According to the witness

Account

Account adjustment

Account adjustment balancing of

Account book

Account closing of

Account code

Account credit

Account debit
Account for
Account holder
Account joint
Account ledger
Account nominal
Account No.
Account of receipts and balances
Account payee
Account receivable
Account rendered
blocked account
Departmental account
Falsification of account
Keep account of expenditure
Matter of account
Public Account Committee
Settlement or account
Statement of account
Suspense account
Take an account
Take into account
To credit in account
To credit debit in account
Account current
Keep an account or the daily journey
To draw up an account
To open an account
To post an account
To render the account
To render full account of all his deeds
Leave account prepared in accordance with rules
You should give a complete account of the incident

Accountability
The element of accountability is the main deterrent against corruption

Accountable receipts
Accountancy
Accountant
Accounting
Accounting of expenditure
Accounting of Stock
Accounting period
Accounting procedure
Accounting year
Accounts
Accounts office
 Accounts officer
Accounts of receipts and disbursement
Accounts year
Personal Accounts
Rendition of Accounts
Statement of accounts
Accredit
accrued
Accredit agent
Accredit delegate
 accreditation
Accrue

اپنی اعمال کا پرکھ رہاں حساب دتا
to render full account of all his deeds
Leave account prepared in accordance with rules
You should give a complete account of the incident

Accountability
The element of accountability is the main deterrent against corruption

Accountable receipts
Accountancy
Accountant
Accounting
Accounting of expenditure
Accounting of Stock
Accounting period
Accounting procedure
Accounting year
Accounts
Accounts office
 Accounts officer
Accounts of receipts and disbursement
Accounts year
Personal Accounts
Rendition of Accounts
Statement of accounts
Accredit
accrued
Accredit agent
Accredit delegate
 accreditation
Accrue
No financial benefits on the basis of temporary service

Accrue
  accured
Accrued leave
Accrued benefit
Accrued interest
Accumulate
  accumulated
Accumulate leave
Accumulative
Accuracy
  accurate
Accuracy opinion
Accuracy version
Accuse
  accused
Achieve
  achievement
Acknowledge
  acknowledged
I am desired to acknowledge receipt
Acknowledgement of slip
Please acknowledge receipt
acknowledgement of letter
Acknowledgement of slip

Acquiesce
acquiescence
Acquire
acquired right
acquired
acquisition
Acquit
acquittal
acquittance
acquittance roll
Act
Act of commission
Act of God
Act of grace
Act of emancipation
Act of insubordination
Act of omission
Act meritorious
Acting
Acting allowance
Acting appointment
Acting promotion
Action
Actionable
Action Committee
Action may be taken
Action may be taken as proposed
Civil Action
Criminal Action
Collective Action
Disciplinary Action

Early Action

For action and report

For necessary action

For suitable action

Individual action

The action is in order

The action is contrary to the announced policy of the Government

The disciplinary action is strictly in accordance with the rules

Sphere of action

acquisition

Active

Active duty

Active intervention

Active member

activities

Actual

Actual cost

Actual count

Actual date of occurance

Actual expenditure

Actual place of duty

Actual rate of pay

Actual rent

Actual sanctioned pay

Actual sanctioned strength

Actual travelling expenses

Actuals

Actuals of receipts and expenditure
Ad hoc

The post was created on ad hoc basis

Adjustment of debits

The amount is not adjustable under this sub head of expenditure

Adjustment of advance

The amount is not adjustable under this sub head of expenditure

Adjustment of accounts

Additional

Additional appropriation

Additional charge

Additional responsibility

Additional remuneration for work

Creation of additional posts

Adequate

Adequate control

Adequate control over expenditure

Adequate justification

Adequate safeguards

Adequate security

Adequate safeguards have been provided in the Act.

The Principal Accounting Officer has to exercise adequate control over expenditure

The creation of post was not agreed to for want of adequate justification without adequate security

Adjusted

The amount is already adjusted under another sub head of expenditure

Adjustable

The amount is not adjustable under this sub head of expenditure

Adjustment
Adjustment of income and expenditure
Advance recoverable
Advance outstanding
He was granted four advance increments
Advance, outstanding
Advance recoverable
Advance payment
Advance copy should be sent for information
Advance increments
Advance payment
Advance copy
Advance engineering
Advance copy
Advance account
Advance
Admit
Admitted for Rs. ...
Advance
Advance account
Advance copy
Advance engineering
Advance increments
Advance payment
Advance copy should be sent for information
Administrative accounts
Administrative and technical staff
Administrative approval
Administrative control
Administrative convenience
Administrative expediency
Administrative reorganisation
Compilation of administrative accounts
Issue of administrative approval
Lack of administrative control
Posts of administrative and technical staff
Admit
Admitted for Rs. ...
Advance
Advance account
Advance copy
Advance engineering
Advance increments
Advance payment
Advance copy should be sent for information
He was granted four advance increments
Well in advance

Agenda for the meeting

Aggregate expenditure out of total provision

Aggregate amount of leave

Age

Age bar

Age classification

Age limit

Age of retirement

There is no age limit for this post

Aggregate

Aggregate amount of leave

Aggregate expenditure out of total provision

Agenda

Agenda for the meeting

The aforesaid categories

Departments were advised through circular letter

Advisory

Advisory Committee

Advisory Council of Islamic Ideology

Aforesaid
Aggrieved
Aggrieved by order
Aggrieved party
Aggrieved person
Agree
Agree with suggestion
Agree as proposed
Agree in principle
Agree in to
I agree
I agreement
Agreed
Agreed rate
Agreed sum
If agreed
Agreement
There is complete agreement on the statement of facts
Aid
Commodity aid was available on deferred payment basis
Alarming
Alarming position
Alarming crime position
Alien
All
All concerned
All other lawful liabilities
All Pakistan Services
All rights reserved
All round good
All the previous references

All questions referred to in the letter

Allotment system

Allotment of houses

Allotment of funds for the year

Allocate amount in the Budget

Allocated

Amounts allocated in the Budget

Allocation

Allocation of funds in the budget

Allotment

Allotment of funds for the year

Allotment or houses

Allocation system

System of allotment of houses

Allowance

Allowance attached to the post

Allowance per mound

No allowance was given for higher qualifications

Normal rates of Daily allowance

Subsistence allowance
Subsistence allowance given during period of suspension

General amnesty

No amendment in the orders is called for

Amenity

General amnesty to all political detenues
Amount
Amount allowed
Amount already deposited
Amount carried to...
Amount charged
Amount disallowed
Amount drawn
Amount expended
Amount in controversy
Amount less drawn
Amount of allotment
Amount of appropriation
Amount of claim
Amount of estimate
Amount of loss
Amount of security deposit
Analysis
Analysis of receipts
Analysis of report
Analysis of the points raised by the petitioner
Ancillary
Ancillary points
Ancillary points emerging during the analysis of the problem
Annexed
Annexed conditions
Papers annexed to the letter
Annexure
Annexure to the O.M.
Annexure "A"
Annotated
Annotated reply
Annual
Annual budget estimate
Annual census return
Annual confidential report
Annual confidential indent
Annual depreciation charges
Annual development programme
Annual estimate for maintenance
Annual financial statement
Annual forecast
Annual gradation list
Annual income statement
Annual increment
Annual indent
Annual monetary allotment
Annual returns
Annual statistical return
Annuity
Life annuity
Anomaly

Different decisions in two similar cases have given rise to this anomaly
Anonymous

Anonymous Communications:
Anonymous communications have to be ignored
Answerable

Every one is answerable for all his deeds
Antecedents
Character and antecedents
Verification of character and antecedents
Anticipated
Anticipated expenditure
Anticipated gratuity
Anticipated pension
Anticipated receipts
Anticipated results
Anticipated savings in grants
Anticipation
Expenditure in anticipation of approval
Appendix
Appendix to letter
Application
Application may be rejected
Application put up for consideration
Application for
Application for a licence
Application for additional funds
Application for amendment
Application for a temporary permit
Application for leave
Application for leave to appeal
Application for restoration of possession
Application for withdrawal of claim
Applied for
Leave applied for stands to the credit of the applicant
Appointmen
ad hoc Appointment
Ad hoc Appointment during the interim period

Appointment against a leave vacancy

Appointment against a permanent vacancy

Appointment against a quasi permanent vacancy

Appointment against a temporary vacancy

Appointment against a vacany

Appropriate

Appropriate authority

Appropriate column

Appropriate head of account

To take appropriate action

Appropriation

Appropriation of accounts

Appropriation of funds

Appropriation payments

Ke-appropriation

Approval

Approval is solicited

Approval of appropriate authority may be obtained

Administrative approval

Anticipatory approval

May kindly see for

Subject to

Submitted for subject to

Approved

as proposed

Approved budget estimated

Approved conditionally
Approved contract
Approved contractor
Approved design and plan
Approved expenditure
Approved in amended form
Approved in principle
Approved subject to the proviso that
Proposal at para 2 is approved
seen and approved
Approximate
Approximate cost
Approximate date
Approximate distance
Approximate weight
Apprehended
Apprehended wastage
Arithmetical
Arithmetical correctness
Arithmetical explanation
Arithmetical inaccuracies
Arithmetical order
Arithmetical progression
Arranged in arithmetical order
Arithmetical progression
Arrears
Arrears bill
Arrears claims
Arrears of land revenue
Arrears of pay
Arrears of rent

Arrears report

As a

as a corollary

As a general rule

As a matter of convenience

As a matter of course

As a punitive measure

As a rule

As an act of grace

As adapted

As advised

As against the legal advice

As an experimental measure

As an act of grace

As an amend

As a detailed below

As an early as possible

As an follows

As a nereotore

As a modified by the recent Ordinance

As per details on reverse

As per schdule below

As a provaed for in para / L'ante

Assembly

Legislative Assembly

Legislative assembly debates

Assent
President gave assent to the draft bill

Assent orders were conveyed to all concerned

Assess

The responsibility for the delay in issue or orders be assessed

Assessment

Assessment of tax should be fair and impartial

Assessment of compensation for improvement

Delay calls for an inquiry for the assessment of responsibility

Assistant

Assistant in charge

Assistant Secretary

Assumption

Assumption of charge

Assumption of duties

the assumption in para 65 is not borne by facts

Assumption Labour rates

Assumption large

At

At all costs

At all reasonable times

At an early date

At any stage

At any time

At close quarters

At earliest convenience

At enhanced rates

At fault

At fast

At his disposal
At leisure
At market rates
At once
At one month’s notice
At par
At percentage rate
At prepage
At present
At public expense
At sight
At source
At the instance of
At rate of
At the same time
At the usual rates
At your earliest convenience

All resources were placed at the disposal or organisers

Engineers at present working abroad will be recalled

Payment At usual rates as admissible under the rules

Please attend to this matter at your earliest convenience

Recovery at source

The official at fault was suspended

Attached
Attached herewith
Attached list
Attached Offices

Responsibilities attached to the post

Attention

I am directed to invite your attention to
draw attention to

I have the honour to invite your attention

Audit

Audit and accounts

Audit and accounts charges

Audit and inspection

Audit Branch

Audit Circle

Audit Code

Audit figures

Audit functions

Audit instructions

Audit Manual

Audit note

Audit objection

Audit observation

Audit office

Audit officer

Audit queries

Audit report

Audit ruling

Auditor

Auditor General

Auditor diary

Authenticated

Authenticated copy

Authenticated schedule of Authorised expenditure

Authorised

Authorised absence from duty
Authorised agent

Authorised capital

Authorised officer

Authority

Authority competent to appropriate

Authority competent to sanction

Authority for payment

Authority letter

Appellate authority

Appointing authority

Appropriate authority

Approving authority

Competent Authority

Licencing Authority

Sanctioning Authority

Avail

Avail oneself or the opportunity

Availability

Availability of funds

Avails itself of the opportunity to renew the assurance of its highest consideration

Available

Available funds

Available resources

Available stockss

Average

Average earnings

Average emoluments

Average pay

Average price
Average salary

Average value

Basic knowledge of an average student

Above average

The percentage of attendance has been above average

Avoid

Avoidable

Avoidable expenditure

Avoidance

Avoidance of responsibility

Avoidance of tax

Await

Await further action

Await further report

Await return of the file

Await cases

Award

Award list

Award of arbitration

Award of compensation to flood victims

Award of merit scholarship

-B--

Back

Back & forward references

Back out

Back out of the commitment

Backup

Slide back

Back-ground
Educational Back

Family Back

Viewed in the economic-the project has special significance

backward

Backward areas

Special concession in age for students from backward areas

Bad

Bad attendance on a rainy day

Bad behaviour towards colleagues

Bad debt

Bad entries in the Confidential Report

In bad taste

Bag

In the Bag

To bag

Baggage

Baggage charges

Baggage Rules

Baggage transportation

Bail

Bail out

Bailable

Balance

Balance available

Balance due

Balance in hand

Balance of payment

Balance of trade

Balance sheet
Balance to be realized
Balanced
Balanced action
balanced economy
Balanced growth
Balanced opinion expressed in the letter
Ballot
Ballot box
Ballot paper
To cast ballot
Sanctity of the
Ban
Ban on objectionable activities
Bank
Bank account
Bank charges
bank clearings
Bank draft
Bank of issue
Bank of
bank standing reference
Banking
Banking facilities
bankrupt
mentally bankrupt
Bankruptcy
Mental bankruptcy
Bar
harbour bar
There is no bar to a second advance

Bar and the bench

Barred

Time barred claim

Barring

Barring a lone opponent the whole group supported

Bargain

Bargaining Agent

Bargaining Agent power

Bargaining rights

Barter

Barte exchange

Base

Base coin

Base for further training

Base line marks

Base year for calculating

Basic

Basic colours

Basic figures

Basic knowledge of an average student

Basic vocabulary

Basis

Basis for calculation

Basis of a appointment

On the basis of the rate of exchange

On the basis of his annual confidential reports
On the basis of the application

Benevolent society

Benevolent grant

Benevolent fund

Benevolent

Benefit of doubt goes to the accused

Benefit

He is only son is the beneficiary of his entire estate

Beneficiary

Reckoning of seniority from back date will be beneficial

Beneficial

Belated voucher

Belated payment of dues

Belated application

Belated adjustment

Before mentioned/cited

Behaviour

Behaviour towards colleagues with sub-ordinate staff

Belated

Twenty bed hospital

Before

Bed ridden applicants have first claim on Zakat fund

Bed

Bed room

Bed sheet

Behaved

Beneficial

Beneficial enterprise

Keckoning or seniority from back date will be beneficial

Beneficiary

He is only son is the beneficiary of his entire estate

Benefit

Benefit or doubt goes to the accused

Benevolent

Benevolent fund

Benevolent grant

Benevolent society
Biased

Biased examination of the case

Biased opinion

Biannual

Biannual publication

Biannual payment

Biennial

Biennially

Bifurcation

Bifurcation of assets between Pakistan and India

Bilateral

Bilateral agreement

Bilateral trade agreement

Bilateral exchange of delegations

Bill

Bill before the Assembly

Bill for acceptance

Bill of exchange

Bill of exchange payable on demand

Bill of lading

Payable bill

Pay bill

Receivable bill

Travelling Allowance bill

Transfer Travelling Allowance bill

Binding

Conditions of the contract are binding on both the parties

There is no binding clause in the agreement

Binding of the book is worn out
Body of an instrument

Body of laws

Body of the statement

Body troops

Bonafide

Bonafide mistake

Bonafide payment

Bonafide private candidate

Bonafides

No one can challenge his Bonafides

Bond

Bond for good behaviour

Bond holder

mortgage bond

Bouns

Bonus contribution

Bonus shares

Grant of productivity bonus

Border

Border area belt

Border line cases

Border line jobs

Book

Book adjustment of accounts

Book balance

Book credit

Book debit

Book keeping

Book transfer
To book the expenditure

The expenditure on the maintenance of Government buildings is met by book adjustment

Books and periodicals

Abnormal behaviour

Booking

Booking of expenditure

Booking office

Booking of passage/seats

Borrow

To Borrow services of experts from other Departments

Borrowing

Borrowing Department

Borrowing Government

Brain

Brain drain

Breach

Breach of agreement

Breach of allegiance

Breach of conditions

Breach of confidence

Breach of contract

Breach of law

Breach of rules

Breach of trust

break

Break in service

Unauthorised absence any cause break in service

Break off

The two countries broke off diplomatic relations
Brief

Brief description

Brief notes

Brief particulars

Brief review

Brief summary of the case

Put up the brief of the case for the Minister

Budget

Budget allotment

Budget estimates

Budget figures

Budget grant

Budget provision

Budget sub head

Budget year

Budgetry proposals

by

By a certain date

By and by

By book adjustment

By dearey/nano

By election

By estimation

By general or special order

By implication

By means of registered post

By order

By return post

By special message
Please send the letter by special messenger

By virtue of office

Deputy Commissioner heads the Committee by virtue of his office
by virtue or the powers

Calculate

The disability pension is calculated according to the degree of disability

Call

Call for the record

Call tenders, to

Call to account

Call upon

He called upon all officers to donate for the cause

Cancellation

Cancellation of earlier orders

Cancellation of sanction

In cancellation or any previous orders on the subject

Capacity

Factories pay their workers according to capacity for production

Capital

Capital account

Capital account of project

Capital assets

Capital at charge

Capital budget

Capital crime

Capital expenditure

Capital flow

Capital formation
Capital gains
Capital gains tax
Capital head of account
Capital major head
Capital outlay
Capital paid up
Capital punishment
Capital transactions
Capital works
Carried
Carried forward
Carried over
Cash
Cash account
Cash balance
Cash balance investments account
Cash balance statement
Cash balance utilization
Cash bargain
Cash bonus
Cash book
Cash certificate
Cash distribution register
Cash in hand
Cash memo
Cash payment
Cash remittances
Cash reward
Cash security
Cash voucher
Cashier
Casual
Casual deductions
Casual leave
Casual leave account
Duties of casual nature
Permanent casual and seasonal employees
Cause
Cause of accusation
Cause of action
Cause of dismissal
Cause of failure of the project
There is cause to believe that accounts are not in order
Caution
The staff needs to be cautioned against late coming
Lease
He will cease to be on duty after Friday
The Act will not cease to be operative on 1.1.85
PIA will not cease to operate Gulf Route
Censure
Censure as a minor penalty
Censure letter
Certificate
Certificate of admissibility
Certificate of competence
Certificate of eligibility
Certificate of posting
Certificate of transfer of charge
Certified
Certified cheque
Certified copy
Certified translation
Change

Same decision cannot be applied in this case because of change in circumstances.
The property had changed hands.

Challenge
No one can challenge his Bonafides.

Throw a challenge

Challenged Vote

Channel
Through proper channel

Channel of communication

Channel of correspondence

Channel of submission

Diplomatic channels

Correspondence with foreign agencies should be through prescribed channels.
Apply through proper channel.

Character

Unravelling

Character certificate

Character Roll

Verification of character and antecedents

Charge

Charge certificate

Charge of office

Charge papers

Charge pay
Charge report

Charge sheet

Hand over charge

Take over charge

To relinquish charge

Chargeable

Chargeable amount

Chargeable tax

Charged

Charged expenditure

Charged revenue

Charged to works

Other than charged expenditure

Charges

Charges were lavied

Hot & cold weather charges

Recovers charges

Check

Check list

Compare the steps in each disciplinary case with the check list given by the Esst. Division

Chronical Order

to arrange in Chronical Order

Circular

Circular letter/memo

Circulair orders

Circulation

Circulation of blood

Circulation of information/News

Circulation of money
Civil Armed forces
Civil Aviation
Civil Court
Civil Defence Organization
Civil Govt. servant
Civil rights
Civil Service Regulations
Civil Servants Acts
Civil Status
Claim
Claim accepted
Claim admitted
Claim rejected
Modified Claim
Clarify
Ministry or Law may be requested to clarify further
Class
Class and ranks of officers
Class of pension and gratuity
Class prejudice
Class system
Classification
Classification of charges
Class expenditure
Class of files
Class of work according to priority
Clearance
Clearance certificate
Clearance of goods from Customs
Clearance of dues
Clearing
Clearing a bill
Clearing account
Clearing agents
Clearing charges
Clearing in the area
Clearly
Office notes should be written Clearly and explicitly

Clerical
Clerical duties
Clerical establishment
Clerical job
Clerical labour
Clerical mistake
Clerical work
Clerk
Clerk concerned
Clerk in charge

Climate
Climate is not suitable for administrative reforms
political climate

Close
Close day
Close estimates
Close fitting lid
Close observation

Only a close observation will reveal the details of the pattern
Close personal supervision

Close watch

Comments

Put up comments

Needs no comments

Comments may be invited from

Further comments no longer necessary

Closed

Closed case

Closed for repairs

Closed holiday

Closed season

This is a closed case. No more correspondence

Code

Code number

Code of Criminal Procedure

Code words

De code words

Cold

Cold attitude

Cold brooeea murder

Put this case in cold storage

Cold shoulder to offer

Cold war

Loja

Hot & cold weather charges

Collective

Collective account

Collective action
Collective appeal is not permissible under the rules

Collective dealing

Collective fine

Command

Command certificate

Command pay

Commencement

Commencement of Act

Commencement of supply

Late duty will be introduced from the Commencement of Assembly Session

Commensurate

The pay of the post is not commensurate with the responsibilities

Commercial

Commercial account

Commercial art

Commercial circles

Commercial concern/establishment

Commercial credit

Commercial documents

Commercial Law

Commercial policy

Commercial principles

Commission

Commission agent

Commission of enquiry

Commission of offence

Public Service commission

Commit

Commit an offence
Commit to custody
Committee
Committee report
High level committee
High powered committee
Commodity
Commodity agreement
Commodity aid
Commodity loans
Commodity aid was available on deferred payment basis
Communication
Communication of annuity
Communication of civil pension
Communication of death sentence
Communication of rights
Communication value of pension
Comparative
Comparative abstract
Comparative basis
Comparative costs
Comparative statement
Comparative study
Compassionate
Compassionate grant
Compassionate pension
On Compassionate grounds
Relaxation of rules on compassionate grounds
Compatible
The justification provided is not compatible with the requirements of the rules
Compensation
Compensation for delay
Compensation for loss of career
Compensation is generally paid for damage to crops due to floods
Compensatory allowance
Compensatory grant
Compensatory pension
A compensatory holiday is allowed for attending office on fridays
Competent authority
All financial sanctions have to be concurred in by a Competent financial authority
Competitive bids
Competitive examination
Competitive rates
Compilation
Compilation of miscellaneous orders
Compilation section
Compiled
Compiled accounts
Complete
Complete accounts classification
Complete in itself
Islam is a complete code of life
Islam is a complete code of life
Islam is a complete code of life
Complete
Completion
Completion and test report
Completion certificate
Completion of formalities
Peace of mind is not possible without assigned job

Complicated

Complicated cases require detailed examination

Complimentary address

Complimentary copy

Complimentary letter

Complimentary present

Complimentary ticket

I get a Complimentary copy of the magazine containing my article

Composition

Composition of Committee

Composition of the Inquiry Commission will be as follows

Compulsory

Compulsory award

Compulsory deduction of Provident fund from the pay

Compulsory delay due to disruption of communication

Compulsory military service

Compulsory labour

Compulsory registration

Compulsory retirement

Compliments

The Ministry of For: Affairs presents its compliments to Compliments & has the honour to say

Concessional

At concessional rates

Concise

Concise form

Concise statement

Presentation of the case in a concise form

Concluding
Chairman of the Committee will make the concluding speech

Concluding portion

Concluding sentence

Conclusion

No Conclusion can be drawn from an incomplete note

The matter has to be taken to its natural conclusion

Conclusive

Conclusive evidence

No Conclusive evidence is available in the case

Conclusive proof

Concurrence

All financial sanctions require the of a Competent financial authority

Cannot be done without the concurrence of

Concurrent

Concurrent findings

Concurrent list

Both the Federal and the Provincial Govts. Can make laws in the concurrent list as they have powers

Condition

Condition of the patient

Condition imposed by ...

Condonation of service

Conditions of temporary employment

Conditions of supply

Conditional

Conditional attachment

Conditional pardon

Conditional payment

Conditional release

Conditional acceptance
Conditional approval

Connected

Deficiency upto one year in qualifying service for pension can be condoned

Conduct of examination

Good conduct pay

Govt: Servants conduct Rules

Confer

Confer powers, To

In exercise of the powers conferred under Section 5 of the Civil Servant Act, 1973

Confidential

Confidential box

Confidential communications have to be sent in closed covers

Confidential document

Confidential file

Confidential report on work and conduct

Connoenbal record

Confidential Section

Confidential voucher

Confirmation

Confirmation copy

Confirmation of telegram is done by sending a copy by post

Confirmation orders

Confirmation orders are issued after completion of probationary period

Conflictting

Conflictting decisions

Conflictting orders

A lot of administrative anomalies are created because of conflictting decisions/orders Connected
The petition was handed personally. Please add to connected file & put up for orders.

Connection

The petitioner has given his consent in writing for withdrawing the complaint.

Consequential

Consequential alteration

Consequential arrangements

Consequential officiating promotions

Consequential relief

Consideration

Early Consideration

Favourable Consideration

In Consideration of his long service

Matter under Consideration

Sympathetic Consideration

The matter has been under Consideration for a long time

Under Consideration

Consolidated

Consolidated fund

Consolidated pay

Consolidated receipt

Consolidated report
Consolidated statement

Consult

Ministry of Finance may be consulted

It was decided in consultation with Ministry of Law

Consumable

Consumable articles

Consumable stores

Consumption

Quantity required for home Consumption

Contents

Contents of letter

Contents received

Contents unknown

Contingencies

Staff paid out of contingencies

Contingent

Contingent establishment

Contingent paid staff

Contingent register

Continuous

Continuous audit

Continuous hait

Continuous period

Continuous possession

Continuous service

Contractual

Contents received

Quantity required for home Consumption

Contents

Contents of letter

Contents received

Contents unknown

Contingencies

Staff paid out of contingencies

Contingent

Contingent establishment

Contingent paid staff

Contingent register

Continuous

Continuous audit

Continuous hait

Continuous period

Continuous possession

Continuous service

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It was decided in consultation with Ministry of Law.

Ministry of Finance may be consulted.

Contents received

Quantity required for home Consumption

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Contents received

Contents unknown

Contingencies

Staff paid out of contingencies

Contingent

Contingent establishment

Contingent paid staff

Contingent register

Continuous

Continuous audit

Continuous hait

Continuous period

Continuous possession

Continuous service

Contractual
Contractual obligations

Contractual period

Contrary

Contrary to law

Contrary to the spirit of the rules

Contributory

Contributory pension scheme

Contributory provident fund

Control

Control of accounts

Control of expenditure

Control of transport vehicles

Control room

He cannot control his staff

Office administration is basically the art of control supervision

There is no control over expenditure

Convener

Mr X is the convener of the new Committee

To convene a meeting

Controversial

Controversial issue

Controversial mattar

Conversant

To examine a case properly one has to be fully conversant with rules and regulations

Conveyance

Conveyance allowance

Conveyance charges

Conveyance hire
Coordinated

Coordinated development programme

joint coordinated effort by different agencies

Copy

Copy forwarded for further necessary action

Copy of the letter is enclosed herewith

Copy of the foregoing

Copy to be added to file No….for action on item 7 in para 2

Copy to be placed on the file

Never make unnecessary copies of secret papers

One copy will do

Please make a copy of letter at page 23

Spare copy to be destroyed now

Corrections

Carry out corrections

Indicate the corrections

Correspond

Normally only the Ministry of foreign affairs can correspond with foreign missions

The entries in the copy do not correspond to the original

Corrigendum

Corrupt

Corrupt conduct

Corrupt practice

Corresponding

Corresponding rank

The expenditure during the Corresponding period last year was much less

The figures should be arranged for Corresponding months during the two years

Cost

Cost insurance and freight
The new Ambassador presented his credentials to the President.
He had no credentials to represent the organization.
Creditable

His performance has been creditable during the year

subordinates

Credit

Credit account

Credit balance

Credit sales

Credit stabilizing fund

Credit voucher

Criminal

Criminal abetment

Criminal act

Criminal activities

Criminal behaviour

Criminal breach of trust

Cross

Cross action

Crossed cheque

Cross complaint

Cross entry

Cross examination

Cross mark

Cross out

Crossed cheque

The amount of a crossed cheque can only be deposited in the account of payee

Cumulative

Cumulative effect

Withholding of increment for two years will not have effect

It is permissible take cumulative leave upto one year on retirement

His performance has been creditable during the year.
Current
Current account
Current cases
Current charge
Current market rates
Current month
Current number
Current price
Current rate of exchange
Current record
Current session
Current year

All current cases should be included in the statement
Final accounts are to be submitted during the current month
Revised bill will not be taken up during the current session

Review of development schemes will not be prepared during the current year
Some rate of exchange has been announced for the current month
Short term vacancies are filled on current charge basis

The current record is kept separate from the closed files

Curtail

Budget instructions seek to curtail the number of posts
Order have been received to the period for the completion of ongoing works
Cut

Budget allocation has been cut to half

Notice of a cut motion has been received

Daily
Daily allowance
Daily average
Daily cash transactions
Daily diary

Daily labours

Daily paid labour

Daily return ticket

Rates of daily allowance

Number of daily paid labourers is fluctuating

The daily allowance is not part of pay

Damages

To claim damages

Pay damages

Dangerous

Dangerous criminal

Dangerous drugs

Dangerous occupations

Dangerous trade

Dangerous weapon

Date

Date of admission

Date of application

Date of arrival

Date or attaining age or superannuation

Date of birth

Date of collection

Date of commencement

Date of completion

Date of confirmation

Date of departure

Date of destruction

Date of discharge
Date of effect
Date of enrolment
Date of entry
Date of expiry
Date of hearing
Date issue
Date of joining
Date of maturity
Date of occurrence
Date of posting
Date of presentation
Date of publication
Date of reckoning
Date of vacancy
Date of validity
Date sheet
Date stamp
Dead
Dead tree
Dead end job
Dead letter
Dead stock
Dead stock register
Deal
Would you kindly deal with this case
No business man will deal with unreliable persons
Dearness
Dearness allowance
Dearness index
Death

Death anniversary

Death rate

Death report

Death sentence

Death warrant

Debar

Debar entry

To debar from future service

Debenture

Debenture bond

Debit

Debit and credit

Debit balance

Debit heads

Debit memo

Debit note

Debit voucher

Debitable

Debitable to head

Debitable to revenues

Debited to ...

Debt

Debt conciliation Board

Debt limit

Debt redemption

Deciding

Date of birth is the deciding factor in fixing the date of retirement.
In every case the rules on the subject are the deciding
Decision

Deductions from the salary

To alter a decision

To amend a decision

To defer the decision

Decision contrary to law

Decision on point of law

Decision on merits

The Commission could not arrive at a decision

The administrative decision in this case is contrary to law

The appeal was filed for decision on a point of law

Decimal

Decimal classification

Decimal fractions

Decimal point

Decimal system

Decide

Decline to interfere

One the decline

Heat wave is on the decline

Decode

To decode a cypher message

Deduct

Deduct by transfer

Deduct recoveries on revenue account

Deductions

Total deductions from the salary
Deed

Deed of disinherance

Deed of release

Deed of trust

Deed writer

Deface

To deface by a mark

Default

Default in payment

Imprisonment for default in payment of fine

Defect

Defect of procedure

Defect of vision

To amend the defect

To remove the defect

To repeat the defect

Defence

Defence Department

Defence estimates

Defence of Pakistan Rules

Defence services estimates

Defence withnesses

Ministry of Defence

Defer

To defer a decision

Deferred

Deferred payment

Commodity aid was available on deferred payment basis

Deficiency
Deficiency in qualifying service for pension can be condoned upto one year.
He suffers from some mental deficiency.

Deficit
deficent balance or payment
deficit budget
deficit financing

Definite

Definite orders about the transfers are still not forthcoming.

No definite intimation about the tour has been issued.

Degrade
to degrade to a lower post

Degree

The disability pension is calculated on the basis of the degree of disability.
Degree of priority

Incoming letters are attended to according to the degree of priority.

Delay
delay in disposal
delay in submission is regretted
delay up to a reasonable limit

Without delay

The implement the decisions without delay.

Delaying
delaying tactics

Delegate

Minister for Defence was appointed delegate to U.N General Assembly.
Senior Officers should delegate administrative authority to their juniors.

Delegation of powers to junior officers

Good administration is not possible without delegation of powers.
Pakistan’s delegation to U.N. General Assembly

The Committee started the proceedings denovo.

Deliberate evasion of rules should not be allowed.

The Commission in its deliberations did not find a solution to the problem.

Delivery

Delivery chalan should be filled in clearly.

Demand

Demand draft

Demand for grants

Demand notice

On

Outstanding

Demi official

Demi letter is a form or official communications

Demonstration

A demonstration polling station was set up to explain the system.

Demurrage

Demurrage charges

Denovo

The Committee started the proceedings denovo.

Departmental

Departmental charge
Departmental charges

Departmental charges are levied on all works undertaken by Public works Department.

Departmental codes

Depreciation account

Depreciation

Distribution of essential articles through local depot

Ration

Depot

Deposits and advances not bearing interest

Deposits and advances

Deposit balance

Deposit form

Deposit works

Deposit voucher

Deposit receipt

No departure from the rules is possible

The time of departure is not given in traveling allowance bill

Departure

Deposit

Deposit account

Deposit balance

Deposit form

Deposit receipt

Deposit schedule

Deposit voucher

Deposit works

Deposits and advances

Deposits and advances not bearing interest

Depot

Kation

Regional depot

Distribution of essential articles through local depot

Depreciation

Depreciation account
Depreciation allowance

A deduction from the amount of money due to an employee for reasons of wear and tear.

Depr.

Despatch office

The place where despatches are sent or collected for delivery.

Despatch at once

To send immediately.

Despatch and issue register

A record of all despatches and issues.

Despatch

To send or transmit.

It is desirable

Something that is considered beneficial or advantageous.

Desirable

Suitable or suitable for a particular purpose.

Designation stamp

A stamp used to designate the position or role of an employee.

Designation

The position or role that an employee holds.

Desertion

The act of leaving a place or position without proper notice.

Description of the offender fits on the accused

A statement that describes the details of the crime.

Description of deductions to be made

A list of deductions that will be made from the employee's pay.

Description of articles required

A list of items that are required for a particular purpose.

An employee can be deputed for training during service

The act of assigning an employee to a different position for training.

Deputation

The act of assigning an employee to a different position.

On deputation

While an employee is serving in a deputation.

Deputation pay - allowance

The additional pay given to an employee while on deputation.

Special pay is allowed during deputation

Extra pay given to an employee while on deputation.

To deputise for some one

To act as a substitute for another person.

Deputise

To act as a substitute for another person.

Deputy Secretary

A subordinate to the secretary.

Deputy

A subordinate to another person.

Depute

To assign a task or duty to another person.

An employee can be deputed for training during service

The act of assigning an employee to a different position for training.

Description

A statement that describes the details of an item.

Description or articles required

A list of items that are required for a particular purpose.

Description of deductions to be made

A list of deductions that will be made from the employee's pay.

Description of the offender fits on the accused

A statement that describes the details of the crime.

Desertion

The act of leaving a place or position without proper notice.

Unauthorised absence amounts to desertion

The act of leaving a place or position without proper notice.

Designation

The position or role that an employee holds.

Designation stamp

A stamp used to designate the position or role of an employee.

Desirable

Suitable or suitable for a particular purpose.

It is desirable

Something that is considered beneficial or advantageous.

Despatch

To send or transmit.

Despatch and issue register

A record of all despatches and issues.

Despatch at once

To send immediately.

Despatch office

The place where despatches are sent or collected for delivery.
Despatch register
Detailed
Detailed description
Detailed estimates
Detailed for duty abroad
Detailed head
Detailed statement of receipts
Deterrent
Deterrent element
Deterrent punishment
Deterrent punishment to root out corruption
Deterrent sentence
Devaluation
Devaluation of currency
Deserving
Deserving of attention
Deserving or selection
Deserving of special commendation
Deserving of special consideration
Deserving scheme
Develop
Develop a taste
Development
Development agencies
Development budget
Development expenditure
Development expenditure from capital
Development loan
Development programme
There is no appreciable difference between the two alternative proposals.
Directed economy

Directed to be forwarded

Directed to invite your attention

I am directed to request

I am directed to say- state

Your are hereby directed

Disability

Disability addition to pension

Disability of permanent nature

Total disability

Partial disability

The disability pension is calculated on the basis of the degree of disability

Disadvantage

Interpretation of the rules to the disadvantage of the applicant

Disbursemen certificate

Disburesement or medical expenses

Disburesement of pay

Disburesement register

Discharge

Discharge a d ill

Discharge certificate

Discharge efficiently the assigned duties

Discharge of duty

Discharge statement

Discretion

Amenability to discipline

Amenability to discipline is the primary requirement of Government service

Discipline and Appeal Rules
Efficiency and discipline

Dismissal involves forfeiture of pension and Discipline Rules

At his discretion

To remove the discrepancy

At his discretion

Discrepancy may be reconciled

Discretion of the court

At his discretion

Discount on stamps

Discount on earlier return of loan

Discount on cash purchase
Economic disparity

There should be no disparity in the application of rules

Disposal

Dispose of prohibited articles

Dispose unserviceable articles

Dispose of

Dispose of cases

Dispose of old articles of auction

Distinct

Distinct and separate feature

Distinct qualities

Distinctive

Distinctive characteristics

Distinctive features

Distinctive marks of identification

Distinguished

Distinguished and meritorious services

Distinguished guest

Distorted

He gave a distorted account of the case

Distribution

Distribution list

Distribution of budget

Distribution of revenues

Distribution of work among the staff

Diversion

Diversion of funds to another head

Diversion of water

Divert
To Divert attention
To Divert funds to some other subhead
To Divert water of the river
Docket
Docket punch
Docket sheet
Document
Document under ones own hand and seal
Document attached
Documentary
Documentary evidence
Documentary film
Documentary proof
The case was decided on the basis of documentary evidence
Double
Double covers
Double covers are used for despatch or secret papers
Double entry system of accounts
Double journey
Double lock safe
Double payment
Double sealed covers
Dorment
Dorment file
Dorment partner
Dorment volcano
Domestic
Domestic appliances
Domestic audit
Domestic consumption

Domestic trade

articles

omicie

Domicile certificate

Draft

Draft for approval

Draft may now be issued

Draft reply on the lines suggested above may be put up

Draft added for approval

Draft bills

Draft conveying sanction

Draft forms for letter

Draft may be approved

Draft approved as proposed

Draft reply on the lines proposed may be put up

Draft instructions - letter - notification - reply

Draft rules

Draft telegram

Drain

brain

Draw

Draw from bank

Draw back

Draw up a charge

Dual

Dual appointment

Dual charge allowance

Dual citizenship
Due
Due and faithful performance of duties
Due and timely intimation
due date
Due execution of office
Due for submission
Due observance of rules
Due sense of responsibility
Duly
Duly acquitted
Duly authorised agent
Duly constituted medical board
Duly signed receipt
Duplicate
Duplicate certificate
Duplicate copy
Duplicate key
All cash boxes have duplicate keys
Duplicating machine
Duration
Duration of the post
Duration of the repayment of the loan
Duty
Duty bound
Duty by count
Duty by weight
Duty free complimentary pass
Duty rates
Ad valorem duty
Extra duty allowance
On duty
While off duty
Each one
Each one teach one
Early
Early action
Early age
Early action please
Earmarket
Funds earmarked for miscellaneous purposes
Earned
Earned income
Earned income relief
Earning
Earning assets
earning or revenues
Earning power
Economic
Economic activity
Economic background
Economic dependence
Economic disorganisation
Economic disparity
Economic reasibility
Economic growth rate
Economic plan
Economic planning
Economic service
Economic stability
Economic survey
Economic well being
Economy
Economy cut
Economy label
Economy measures
Economy slip
Economy Committee
Effect
With immediate effect
Will come into force with effect from
Effective
Effective checking
Effective implementation of the instructions
Effective control over smuggling
Efficiency
Efficiency and Discipline Rules
Efficiency
To cross the efficiency bar
Efficiency rating of the worker is dependent on output
Efficient
Efficient conduct
Efficient control over the staff
Efficient performance or duties
Efficiency
Discharge efficiently the assigned duties
Eligible
Eligible for admission
Eligible for appearing at the interview
Eligible for the post
Embezzlement
Embezzlement or cash
Embezzlement of stores
charge of embezzlement
Embosed
Embosed printing
Embosed stamp
Emergency
Emergency cut
Emergency exit
Emergency measures
Emergency powers

Human rights are normally suspended during emergency such as war

sanction

The matter was given priority as an emergent case

The danger to the building could be removed by emergent repairs

Emoluments

The emoluments of a Govt. servant includes the basic pay and all allowances etc

Employee
Employer

Employment

Employment exchange

Employment opportunities

Employment status is determined by the grade

Enactment

Enactment of leave rules
existing enactment on the subject

Encashment

Encashment of cheque

Encashment or leave

Enclosed

Additional copies are enclosed herewith

Enclosure

The enclosures were not received with the letters

Enforcement

Enforcement agencies

Enforcement of new system

Act of enforcement

Act of enforcement

Enhanced

The enhanced rates of daily allowance will be effective from next month.
The penalties for smuggling have been enhanced

only

Enhancement

Enhancement of rent

Enhancement of penalties for smuggling

Enlist

Rural development programme can succeed by enlisting the cooperation of villagers.
Compulsory enlistment becomes necessary during a long war

En masse

The employees tenders their resignations en masse

Entail

The penalty of dismissal entails forfeiture of pension

Entitled

year
Entry

There is no entry in the diary on that date.

The door was closed to bar unauthorised persons.

Equipment

Equipment allowance
Equipment maintenance register
Equivalent
Equivalent amount
Equivalent examination
Equivalent expressions
Equitable
Equitable charge
Equitable distribution of work among the staff

Errata

Erratic conduct

Erroneous

Erroneous conclusion

Error

Errors & omissions excepted

Error of judgement

Error or omission and commission

Escape

There is no escape from the mischief of the rules

Essence

Essence of the contract

The essence of the note

Essential

Essential Commodities Act

Essential Service Act
Established
Established practices in office routine
Established system of filing
Established usage
Establishment
Establishment charges
Establishment return
Clerical Establishment
Estimate
Estimate framed for budget proposals
Estimate of damage to crops
Estimated
estimated cost of the works
Estimated expenditure on maintenance of buildings
Estimated receipts and expenditure
Evade
Evade payment of taxes
Evaluation
Evaluation of the suggestions
Evaluation the rules
Eviction
Evasion
Evasion of rules
Deliberate evasion of taxes
Wily evasion
Evasive
Evasive answer
Evasive attitude
Evasive denial
Evasive tactics
Ex parte arbitration

If the defendant not turn up the case will be heard Ex parte

In exercise of the powers conferred by the Ordinance

Exemption from personal appearance

Refund of Excess payment

Exceptional reasons

The leave was allowed under exceptional circumstances

Excess and surrender statement

Excess appointments not included in budget

Excess deduction

Excess expenditure

Excess payment

Excess and surrender statement

Exemption from taxes

Exemption from personal appearance

Exercise

In exercise of the powers conferred on the Federal Govt:

In exercise of the powers conferred by the Ordinance

Ex Officio

Deputy Commissioner will be the ex officio Chairman of the Committee

Ex parte

If the defendant not turn up the case will be heard Ex parte

Ex parte arbitration

Ex parte decree
Ex parte proceedings

Expiry of contract

Will on the close of financial year

Expire

No expert opinion on the point is forthcoming

Ministries can now engage an expert under the delegated powers

The experimental stage of the project is not yet over

The data may be used for experimental or research purposes

The posts were created for a short period on experimental basis

The organization is of an experimental nature

Extra ordinary Expenditure

Extra ordinary Expenditure charged to revenue

Extra ordinary Expenditure met from capital

Expenditure heads

He did not report for duty on the expiry of leave
On the expiry of financial sanction
should be completed by the expiry of Plan period
Explanation
Explanation may be claimed for
Explanation from the defaulter may be obtained
Explanatory
Explanatory certificate
Explanatory details did not accompany the letter
Explanatory memorandum has been received
Explanatory table
Ex
Ex cadre post
Ex employee
Ex factory price
Ex gratia
Ex gratia payments
Ex gratia reiar
Ex mill price
Ex officio Chairman
Ex parte
Ex post facto sanction
Explicit
The letter of appointment contained an explicit clause that he
will not claim travelling Allowance.
Explicit proviso
Export
Export authorisation
Export duty
Export earnings
Export industries
Export subsidy

Express

Express acceptance

Express authority

Express conditions - provisions

Express delivery

Express letter

Express permission

Express promise

Express reminder

Express telegram

Express understanding

Sometime express letter is used in place of telegram

The temporary post was offered on the express condition that the candidate will have no claim to permanent Extension.

He was given a year extension in service. I will request for an extension in leave.

Limit

The receipt of extension order is hereby acknowledged

Extensive

Extensive area has been needed

Extensive changes are needed

Extensive repairs have to be undertaken

Extent

Extent or application of the Act

The objectives of the project have to large extent been fulfilled.

Extra

Extra copy is required

Extra curricular activities
Extra departmental agent

Extra heavy load of work

Extra judicial

Extra legal

Extra marginal

Extra work pay

Extract

Relevant extract is reproduced

Extraordinary

Extraordinary circumstances justified the grant leave

Extraordinary leave is not permissible

Extraordinary pension

Extraordinary receipts

Extraordinary treatment

Extravagant

Extravagant claim of Travelling Allowance

Extravagant natures

Extreme

Extreme remedy

Extreme urgency

Leave should be refused only in case or extreme urgency

Facilitate

Another typewriter will facilitate the work

Factors

Factors of production

Factors to be kept in view

Factors that influence the decision

Other factors will come into play

Facts
Facts of the case

Facts relevant to the case

Facts & figures

Facts or of minor importance

Factual data

The factual data for a proper examination of the case is not available.

Fall

Fall back on reserves

Fall

Fall into unauthorised hands

Fall into unauthorised hands

Fair trial

Fair copy to be made

Fair comments are allowed

Fair allowance should be given for personal circumstances

In case of failure to do so he is liable to disciplinary action

Failure to attend the session

Failure to furnish cash security

To failed at the examination

Fait accompli

Already a fait accompli

Confront with a fait accompli

Failure

Failure or crops

Failure justice

Failure to attend the session

In case of failure to do so he is liable to disciplinary action

Fair

Fair allowance should be given for personal circumstances

Fair and equitable rates

Fair comments are allowed

Fair copy to be made

Fair trial

Fair evaluation

Fair wages

Fail

Fall back on reserves

Fair wages

Fall
False
False accusation/charge
False declaration
False document
False evidence
False oath
False pretence
False return of income
Falsification
Falsification of a accounts
Family
Family history
Family pedigree
Family pension rules
Family planning
Faulty
Faulty construction
Faulty drafting
Faulty examination of the proposal
Feasible
Feasible project
Feasible proposal
Feasible suggestion
Feasibility
Feasibility report
Feasibility study
Federal
Federal Administrative Court
Federal Constitution
Federal Consolidated fund
Federal form of Government
Federal Public Service Commission
Shariat Court
Fee
Fee adjustment
Fee concession
Honoraria and Fee
Professional fee
Fellowship

Government employee are considered for fellowship abroad

Fictitious
Fictitious entries in the account book
Fictitious estimates of works not approved
Fictitious number
Fictitious purchaser
Fictitious stamp
Fidelity bond
Fidelity bond to be executed by a Cashier may be covered by an insurance policy
Field artillery
Field book
Field events
Field investigation produced the results
Field or view
Field staff
Field worker
Figures
Figures of expenditure
File an application
File board
File cover
File No
Open part file
Keep with the file
Place on the file
Please file
Fill a post
Fill up (something)
I have had may fill
To fill in the form
Final
Final account
Final adjustment
Final authority in disciplinary matters
Final date for submission of applications
Final grant during the current financial year
Final orders have yet to be passed by the authorised officer
Filling
Filling of posts
Filling up of forms
Filling payment
Filling report is awaited from Regional office
Filling sanction
Filling settlement
Finality
Finality of orders

There has to be some finality of action

Finalize

to finalize the accounts

to finalize the arrangements

Finance

Finance accounts

Finance and Taxation

To finance a project

Financial

Financial administration

Financial advice is called for in all proposals of new expenditure

Financial Adviser

Financial aid

Financial assistance

Financial commitments

Financial conditions

Financial control over budget grant is a continuous process

Financial discipline

Financial implications of the proposal

Financial idiscipline

Financial irregularities have to be formalized

Financial liability

Financial limitations

Financial limitations have to be observed raetnuely

Financial monopoly

Financial operation

Financial powers

Financial propriety
Financial rules

Financial sanction issued under delegated powers

Financial transactions

Financial year

Fine

Fines and foreitures

Fines art

Fine book

Fine realized on the spot

Fine sit at the bottom

Fine slip

Finished

Finished articles

Finished products

Finished work

Fire

Powers or hire & fire

Firm

Firm control

Firm line

Hrm market

Commercial firm

First

First aid

First appointment

First charge

First come first served

First entry into Govt: Service

First quarter
First reminder
First schedule
Fiscal
Fiscal administration
Fiscal year
Fixation
Fixation of pay is done under normal rules
Fixation of responsibility for the loss to Govt:
Fixed
Fixed assets
Fixed conveyance allowance
Fixed deposit
Fixed travelling allowance
Flagrant
Flagrant breach of rules
Flagrant disregard of discipline
Flexible
Service Rules should be flexible enough to cover cases of hardship
Floating
Floating assets
Floating debt
Floating population
Foot note
Remarks in the foot note
For
For accounting purpose
For approval
For early action
For favourable action
For favourable consideration
For favour of orders
For favour of perusal
For runner necessary action
For general information
For official use only
For onward transmission
For perusal and return
For ready reference
For remarks
For signatures
For suggestions
For sympathetic consideration
For the time being
For the time being the case may be kept pending
Forecast
Economic forecast
Budget forecast
preparation
Foreign
Foreign country
Foreign loans
Foreign remittances
Foreign service
Foreign trade
Forfeiture
Forfeiture of approved service
Forfeiture of property
Forfeiture of remission
Forefeiture of Service

Form

Form an accurate opinion

Form NO.

Form of a acknowledgement

Form of certificate

Form of nomination

Formal

Formal acceptance

Formal application

Formal approval

Formal approval of the plan is awaited

Formal grant

Formal orders

Formal orders were not issued

Formal sanction

Posts can be filled only after sanction

The work will start after the formal acceptance of tenders

The employee has been put on formal charge

There is no record of a formal warning

Formalise

Irregularities have to be formalised

Forthcoming

Forthcoming session of Assembly

The required file is not forthcoming

Forthwith

This case needs to be attended to forthwith

This letter may be issued forthwith

Forum
Offices are not the proper forum for discussing political issues

Forum for airing personal grievances

Forward

Selected to be forward

Iam directed to forward

Forwarded

Forwarded recommended

Forwarded for approval

Forwarded for consideration

Forwarded for doing the needful

Forwarded for favourable consideration

Forwarded for information

Forwarded for necessary action

Forwarded for perusal and return

Fraud

This is a case of fraud

Fraudulent

alteration

Fraudulent expenditure is detected in audit

He changed the date of birth by fraudulent alteration in the certificate

Free

Free air passage

Free and informal exchange of views

Free and unqualified discretion

Free approach

Free conveyance transportation of baggage

Free distribution list

Free enterprise

Free of cost/charge
Free on board
Free port
Free return passage
Free trade
Free will

One can leave service on one's own free will

Freight
Freight charges
Freight rates
Frequency

Frequency of late arrivals indicates indifference to discipline
Frequency of journey/to Karachi

Fresh
Fresh receipt
Fresh demand
Fresh evidence
Fresh receipt

Every incoming letter is a fresh receipt at the initial stage

Fringe
Fringe benefits

pay
From
From overleaf
From prepage
From bottom

From security point of view
From time to time

For quick response keep on reminding for time to time

It is unsafe for security point of view to send secret papers in single covers

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A frustrated worker cannot devote himself to work.

Frustration

Administrative injustice leads to frustration among the employees.

Fulfilment

He does not fulfil the conditions laid down.

Fulfilment of conditions

Full

Full age

Full and final settlement of the claim

Full cloth binding

Full moon

Full payment of dues

Full proprietary rights

Full stop

Full time employee

Leave on full pay

To enjoy full powers

Functional

Functional chart

The Functional chart of an organization denotes the duties assigned to various functionaries.

Fund

Fund allocated in the budget

Fundamental

Fundamental beliefs

Fundamental Rules

Fundamental issues

Funds
appropriation of funds
misappropriation of funds
reappropriation of funds
provision of funds
utilization of funds
surrender of funds
Funeral
Funeral and other inavoidable expenses
Furnish
To furnish a building
To furnish the information
Further
Further action
Further necessary action
Further orders will follow
Further pressure will be required
Further to the information available in the file
Please take further necessary action
Submitted for further orders
Until further orders
Future
Future entrants to the Service
Future line of action
Future maintenance
Game
Game laws
Game licence
Game of skill
Game preservation
Gazette

Gazette notification

Gazette order

Gazetted

Gazetted audit

Gazetted Government Servant

Gazetted holiday

Gazetted officer

General

General administration

General applicability of the Act

General condition of discipline

General consumers

General elections

General estimate

General impression about him is not good

General instructions for examiners similar in all cases

A general intelligence test follows the written examination

General knowledge

General lay out of the building is not good

General manager

General meeting

General Provident Fund

General public is not interested in it

General remarks

General Reserve Fund

General Revenues

General reputation

Generally
The standard of work is generally satisfactory.

Health certificate is generally not asked for.

Given

Given under my hand

Glaring

Glaring example of negligence

Glaring faults of spelling

Glaring head lights

Glaring sun

Good

Good behaviour/conduct

Good character

Good faith

Good offices

Good reasons

Good tempered

Good conduct pay

Kindly use your good offices for obtaining a decision

Recovery of amount overdrawn in good faith can be waived

There are good reasons for undertaking the project.

Goods

Goods delivery office

Goods in transit

Goods office

Goods train

Government

Government enterprise

Government industrial concern

Government Inspector a Railways
Government notification
Government scholarship
Government servant in permanent employee
Government service
Government sponsored project
Government treasury
Government works
Grade
Grade of pay
Demotion to lower grade
Down grade
Fixation of grade pay
Promotion to Upper grade
Protection of grade
Up grade
Grading
Grading of workers according to output
Grading of vegetable for export
Gratt
The society today suffers from graft and corruption
Grain
Grain compensation allowance
Grain godown
Grain supply scheme
Grant
Grant of financial and administrative powers
Grant for encouragement of literature
Voted grant in the budget
Grant-in-aid
Welfare Societies depend on grand-in-aid from the government

Gratuity

Gratuity payment order

If the total service is less than ten years gratuity is paid in place of pension

Grave condition

Grave disorder

Grave misconduct

Grave objection

Grave risk

Admission into the hospital in grave condition

He was suspended on a charge of grave misconduct

The meeting ended as a result of grave disorder

Grievance

Grievance against the administration

Grievance committee

Grievous

Grievous bodily harm

Grievous injuries

Grievous loss

Gross

Gross annual rental value

Gross assessed revenue from all sources

Gross expenditure

Gross investment

Gross interest

Gross misconduct

Gross national produce
Gross negligence

Gross weight

Wilful disobedience constitutes gross misconduct

Grounds

Grounds appeal

Grounds for arrest

Grounds for objection

Grounds for recommendation

Good grounds for action

On of urgency

On the medical grounds

Group

Group discussion encourages mutual consultation

Group insurance

Group wage system

Growth

Growth of expenditure

Guarantee

Guarantee bond

Guarantor

Guard

Guard against the risk

Guard commander

Guard honour

Guard rail

To be on guard against threat to national security

Guiding

Guiding principles

Guilty
He was not guilty of misconduct
He pleaded guilty
He pleaded not guilty
Habitual
Habitual criminal
Habitual delay
Habitual drunkard
Hair
Hair splitting
This minor matter does not call for legal hair splitting
Half
Half average pay
Half brothers/sister
Half daily allowance
Half finished products
Half margin paper used for the drafts of letters
Hair yearly
Half yearly statement of account
He proceeded on leave on half average pay
Halt
Halt on tour
Hand
Hand bill
Hand book used for recording engagements
Hand made
Hand over to successor
Hand written application
Handling
Handling arrangements

Handling charges

Handling contract

Handicapped

Handicapped worker

He is handicapped due to shortage of staff

Haulage

Use of tractors for haulage

Harbour

Safe harbour for criminals

To harbour a grudge against some one

To provide a harbour for stolen goods

Harbouring an offender

Hard

Hard and fast rules

Hard labour

Hard ware

Hard task master

Hardened

Hardened criminal

Head

Head chargeable

Head clerk

Head draftsman

Head examiner

Head line

Head of account

Head of office

Head office
The file was held in Abeyance

Heavy duty

Heavy rains caused damage to standing crops

Heavy expenditure on renovation of building

Heads of classification

Health certificate

Health & safety rules

Health bulletin

Health certificate

Compulsory health insurance is among the terms of employment

Hearing

Hearing adjourned sine die

Hearing in absentia

Hearing ex parte

Heavy

Heavy expenditure on renovation of building

Heavy rains caused damage to standing crops

Heavy duty

Heavy industry is the real sign of national progress

Held in Abeyance

The file was held in Abeyance

Hereafter
No concession in fee will hereafter be allowed

Hereby

It is hereby informed that

The earlier order of 27/12/83 is hereby cancelled

The effective date of the sanction is hereby revised

Hereditary

Hereditary disease

Hereditary estate

Hereditary property

Here in after

The articles here in after

Hereunto

Hereunto annexed

Hereunto set and subscribed their hands and seals

Herewith

List is forwarded herewith

High

High powered Committee

High flood

High level meeting

High standard or efficiency

High water mark

Higher

Higher authority

Higher capacity for work

Higher seals of pay

Higher proficiency pay

Higher standard

Hill
Hill allowance
Hill road tax
Hill station
Hire
Powers of hire & fire
Hiring
Hiring agreement
Hiring and borrowing
His Excellency
His excellency the ambassador of Saudi Arabia
History
History and depreciation register
History of Gazetted officers
History of Service
Hoarding
Hoarding and profiteering are social evils
Hold
Hold in abeyance
Information
Hold a licence
Hold a special position in the organization
Home
Home consumption
Home made tools and implements
Honest
Honest belief
Honorarium
Honoraria & fees
Honoraria & fees paid to consultants charged to contingent expenditure not
Hot and cold weather charges
Hot pursuit
Hot weather establishment
House
House allotment Committee
House building advance
House on property tax
House rent allowance
House surgeon
House tax
Housing
Housing settlement sector
Housing design
Housing scheme
Human
Despite all possible human care
Hot for human consumption
Human aspects of the application of law should not be overlooked
Husband
Husbanding of resources
hypothetical
Hypothetical conditions
Hypothetical or assumed figure
Hypothetical question

Human aspects of the application of law should not be overlooked.
I agree
I hereby declare
I shall be glad to be informed
I would therefore, suggest
I am
to submit, request
I am to refer to your letter No,
I am directed to say, state
I am directed to forward
I am directed to inform you
I am directed to invite your attention
I am directed to request
I am to acknowledge receipt

Identity
Identity certificate
Identification
Identification parade
Identification marks
Identification by finger prints
Identification card

Ideal
Ideal conditions for setting up industries
Ideal industrial peace
Ideal state of affairs
Identical
Same decision can be given in two identical cases

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To prove identity

Idle

Idle days

Idle tormarity

Ir

If

If agreed

If approved

Illegal

Illegal gratification

Illegal practices in the elections

Illustration

This can better be explained with an illustration

Immaterial

The changes made in the draft are immaterial

Immediate

Immediate cause of the accident

Immediate compliance of the orders is necessary

Immediate departmental, superior, boss

Immediate neighbourhood

Immediate notice of termination of service

Immediate objective is to seek a Govt: job

Immediate payment of outstanding dues

Immediate reply requested

Immediate thorough check

Immediately

Immediately before the commencement of new financial year

Please contact him immediately on receipt of this letter

Please discuss immediately

Please put up immediately
This needs to be attended to immediately

Imminent

Imminent risk of the building coming down

Immovable

All Immovable property has to be declared

Immunized

The building was immunized against pests

Impartial

An impartial inquiry is called for

Impediment

Impediment in law

Inadequate resources are an in undertaking the work

There is no impediment to the enforcement of law

Imperfect

Imperfect charge

Imperfect delegation of authority

Impetus

Reduction of duty will give impetus to the exports

Implements

Certain percentage of the amount will be spent

Implied

Implied acceptance

Implied agreement

Implied conditions of the contract render it unacceptable

Import

Import certificate

Import list

Rebate can be claimed on the basis of import certificate

The Import list is revised periodically

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Impose

It will be improper to impose a fine on the entire locality

reduction to a lower grade was imposed on him

imposition

imposition of fine is unjustified

impracticable

With so many restrictions the plan is impracticable

impracticable conditions were attached to the contract

impress

impress account

impress cash book

impress holder

improper

improper influence

improper liberties

improper use

it will be improper to impose a fine on the entire locality

To use improper influence

improvement

Improvement

improvement renewal & replacement

improved

improved draft to issue

improved state of affairs

improved design of the building is no better in

in abeyance

in accordance with

in actual practice

in addition to
In anticipation of orders
In anticipation of provision of funds
In anticipation of sanction
In block print
In camera
In cancellation of
In case of
In categorical terms
In chronological order
In close proximity
In combination with
In comppliance with
In consultation with
In continuation of
In custody
In default of
In due course
In exchange for
In exercise of the powers conferred by
In figures
In full and final settlement
In good faith
In good time
In official capacity
In officializing capacity
In order of priority
In order of seniority
In order of urgency
In original
In partial modification
In perpetuity
In precise terms
In print
In proper order
In proper sequence
In recognition of services
In regard to
In respect of
In response to
In round numbers
In sequence
In serial order
In terms of
In that behalf
In circumstances
In the first instance
In his discretion
In his own hand
In kind
In lieu of
In reply to
In supersession of previous orders on the subject
In the long run
In token of
Into
In transit
In words
In working order
In abeyance
In actual practice
In anticipation of provision of funds
In addition to
In addition to other terms the post carries a special pay as well
Inadequate
Inadequate financial resources are an impediment in undertaking the project
Inadmissible
The evidence of a person who was not present at the scene is inadmissible in law
Inadvertence
The mistake crept in through
Inadvertent
The omission was inadvertent
It has yet to be decided whether the mistake was inadvertently or a fraudulent omission
The inquiry Committee held all its meetings in camera
In actual practice
Inadvertently
In cancellation of
In cancellation of the previous O.M. of the same No:- I am directed to convey sanction of the President.

Incapable

Sickness has rendered him incapable of further service

In case of

In case of default he will render himself liable to disciplinary action

In case of doubt or dispute

In case of doubt or dispute the point may be referred to Ministry of Law for clarification

Incapacitated

Employees incapacitated during service are eligible for grant from benevolent fund

Incentives

Investment

Incharge

assistant in charge

Incidental

Incidental charges have to be added to the main expenditure

Incidental issues should not be allowed to influence the decision on main issue

activities incidental to his business

In combination with

The general terms of service have to be read in combination with specific orders on pay and allowances

Income

Income and expenditure return

Tax free income

Incoming

Incoming letters are attended to according to the degree of priority in consultation with

The drafts of all legal documents are prepared in consultation with Ministry of Law

In contestable
In evidence
In right of the applicant
In continuation
In continuation of this office letter No...
at...
In correct
Incorrect entries
In correct statement
Incorrect stand
Incorrect findings
Incorrectly
Incorrectly worded
Increase
Increase of pay
Increased load of work
Increase incidence of crime
Increasing costs
Increment
Annual increment of pay
Increment certificate
Periodic increment
With held increment of pay
Incriminating
Incriminating articles
Incriminating circumstances
Incriminating evidence
Incumbent
The incumbent of the post
Real incumbent of the post
Incur

To incur expenditure

Incur liability

Incurring expenditure in anticipation of provision or undue

Indefinite

Indefinite payment

Indefinite period

Indefinite postponement of recovery

Indefinitely

The session was postponed indefinitely

Indemnity

Indemnity bond

Indemnity bond to be filled in by employees handling cash

Indent to

Indent to form

Indentor

Indenitor or stores

Independent

Independent charge

Independent contract

Independent proof

Independent technical opinion

Independent witness

Index

Index card

Index head

Index No

Index register

File index
Indexing
Indexing of files
Indifferent
Inherent attitude towards duties
Indifferent health
Indifferent work
Indigenous
Indigenous articles
Protection to indigenous industries
Indirect
Indirect charges, expenses
Indirect taxes
In disadvantageous manner
In this case the rules have been interpreted in disadvantageous manner
Indiscriminate
Indiscriminate use of force
Indiscriminate application of negative note
Individual
Individual approach
Individual complaints add up to a general problem
Individual judgement
Inducement
Reduction of taxes is an inducement for investment
Industrial
Industrial dispute
Industrial establishments
Industrial estate
Industrial peace has to be maintained in the interest of output
Because of the mineral resources the area industrial potential
Industrial production

Infringement of office discipline is misconduct.

Infringement of copyright

Infra marginal notes

Infra

Reduction to interior post

Interior

Interior service

Interior servants

Interior scale of pay

Interior post

Interior scale of pay

Interior servants

Interior service

Reduction to interior post

Information

Information asked for may please be supplied

Basic information

Informative

The material distributed in the meeting was quite informative.

The same amount has to be written informative as well.

Informed

I shall be glad to be informed

Infra

Infra marginal

Infra marginal notes

Infringement

Infringement of copy right

Infringement of office discipline is misconduct.
Infringement of orders & rules

In order to comply with the rules

Inner cover for secret papers

Inland travel

Inland trade

In figures

Injunction

An interim injunction from a Court can maintain status quo till the final decision

Inland

Inland trade

Inland travel

Inner

Inner cover for secret papers

Inner story

In order to comply with the rules
Inordinate delay in urgent cases cannot be ignored

An impartial inquiry is called for

Periodical inspection is one of the duties of senior officers

The structure is unsafe because of instability

Installation of telephone system has been completed

The loan is recoverable in 20 .......s

Institutional control over education system is necessary
Institutions

The number of educational institutions has gone up

Democratic institutions are the basis of representative system of Government

Instructions

Submitted for instructions

Insubordination

Act of insubordination

Penalty for insubordination

Wilful absence, amounts to ...

Insufficient

Case was dismissed for insufficient proof

Funds released for the project are insufficient

Evidence produced was insufficient for conviction

In supersession of

In supersession of previous orders on the subject I am directed to convey sanction of the President

Intelligence

Intelligence Bureau

Intelligence officer

Intelligence test

Intelligence quotient

His intelligence quotient is very high

Insurance

Insurance against damage, fire, theft

Insurance all risks

Insurance policy

Compulsory Group insurance of Govt: employees

Intact

The lost bag was soon found intact
Intellectual

Intellectual effort

Intellectual exercise

Intellectual level

Intellectual level of students to be equal

Intelligent

He is abnormally intelligent

Intelligent compreshension

Integrated

Integrated seniority list

general information

Integity

service

Intensive

Intensive revenue audit

Intensive care unit

intensive examination

Intensive study

Inter

Inter change of delegation between the two countries

inter change

Inter communication

Inter departmental transactions

Inter dependance of trade & agriculture

Inter governmental adjustments

Inte Government transactions

Inter government transfers

Inter provincial transfers

Interest
Govt: has no interest in this matter
Interest of the Govt: is not involved
Interest bearing securities
Interest charged on permanent loans
Interest free advance
Interest groups in the labour unions
Interest on sale proceeds of land
Interim
An interim injunction from a Court can maintain status quo till the final decision
Interim relief
Interim reply till the final decision
Intermediary
A request were need without any intermediary
To act as intermediary
Intermittant
Intermittant fever
Intermittant rains
Intermittant wave of crimes has up set the authorities
Internal
Internal affairs
Internal discipline
Internal peace
Internal security
Good neighbourly relations demand non interference in each others internal affairs
Strict application of rules ensures internal discipline
International
International conference

Advance intimation

In the interest of public service of this article shall be binding in the absence of any provision to the contrary the contents of this article shall be binding in the interest of public service

Interwoven

The two existing laws were interwoven for creating the new statute

Interwoven

In the absence any provision to the contrary the contents of this article shall be binding in the interest of public service

In this connection

In this connection attention is invited to this office letter of even No. dated

Advance intimation

Intimate knowledge of rules and regulations

Intimation

Interval for prayers

Interval

Interruption of supply

Interruption in thought process

Interpretation

Interpretation clause

Interpretation of conditions

Interpretation of rules is the responsibility of concerned authority

Interval

Refreshments will be served during the interval in the meeting

Interval for prayers

The two existing laws were interwoven for creating the new statute

In the absence

Advance intimation
Intimation from

It is advisable to send advance intimation about the meeting.

Introductory

The introductory remarks or the speakers need no introduction.

The introduction of another law is unnecessary.

Introductory letter

Introductory remarks

The candidate did not carry any introductory letter.

The introductory remarks were too lengthy.

Invalid

Invalid carriage

Invalid gratuity

Invalid pension

Due to loss of right hand he was granted invalid pension with gratuity.

Invalid claim was rejected.

Invalidate

The Court invalidated the executive orders.

Invariable

Dismissal from service invariably involves loss of pension.

Inventory

Inventory of consumable artifices

Inventory or stores to be written off.

Invest

powers

No one will invest in this unproductive project.

Investment

Investment account

Investment climate is not suitable.
Invidious
Invidious distinction
Invidious differentiation
This invidious distinction, distinction is very disconcerting
Invite
Attention is invited to your letter No....
Direct to invite your attention
To invite attention to previous correspondence
Invitation
Invitation card
Invitation to speak at the meeting
Guest without invitation
Invoice
Invoice for store despatched
Invoice of stores
The invoice arrived after the stores had been delivered
Invoiced
Invoiced amount
Invoiced price was more than the actual cost
Involuntary
Involuntary halt due to cancellation of flights
Involuntary presence at the site
Iron
Iron ore
Iron ore deposits
Iron out
Iron out the differences
Irrecoverable loans have eventually to be written off.

Irretrievable evidence was produced by the prosecution.

Irregularities:
- A number irregularities were detected by the audit party.
- Administrative irregularities.
- Financial irregularities.
- Irrelevant.
- Many points were brought in to confuse the issue.

Irrevocable:
- Irrevocable power of attorney cannot be withdrawn.

Isolate:
- A good not will isolate the point for decision.
- An ill tempered person isolates himself from his colleagues.

Issue:
- Issue to day.
- Issue as amended.
- Issue reminders urgently.
Date of issue

Issue less couple

Issuing

Issuing authority

Issuing office

Item

Item 3 in the list

Item under objection

In working order

The machine supplied to the office is not in working order

Job

Job breakdown

Job Card No

Job description

Job grading

Job less

Joining

Joining pay

Joining report

Joining time upto 10 days as permissible on transfer to another station

Joining time

J most

w w w . i q b a l k a l m a t i . b l o g p o s t . c o m
Joint action
Joint action plan
Joint administrators
Joint agreement
Joint and severable liability
Joint application
Joint authors
Joint creditors
Joint debtors
Joint Development Board
Joint family system
Joint holdings
Joint responsibility
Joint Secretary
Joint session of the two Houses
Joint stock Company
Joint trial
Joint undivided family
Jointly
Jointly and severally responsible
Joint and halts
The bridge was jointly undertaken by 2 firms
Journal
Journey
Journey and halts
Kates or allowance for journey and halts
Journey beyond sphere of duty
Journey by road
Journey on a course of training
Journey performed to give evidence in a court of law
Judgement
Judgement in the case
Judgement reserved
Judicial
Judicial action
Judicial confession
Judicial decisions
Judicial lock up
Judicial proceeding
Judicial writ
Judicious
Judicious consideration
Judicious postponement
Judicious retreat
Junior
Junior auditor
Junior clerk
Junior Officers
Junior time scale
He was declared junior on the basis of short service
Jurisdiction
Jurisdiction of High Court extends to the whole of province
Just
Just cause
Just decision
Justifiable
Justifiable action
Justification
Justification for absence

He was declared junior on the basis of short service.
Justification for delay
Justification for delayed action
Lack of Justification
Justified
Justified act under the circumstances
Justify
Justify the absence
To justify a wrong action
Keep
Keep a note
Keep alive
Keep informed
Keep in darkness
Keep on reminding
Keep pending
Keep quiet
Keep in readiness
Keep satisfied
Keep under lock & key
Keep up to date
Keep with the cover
Keep with the file
Please keep it handy
Please keep it pending
Please keep on reminding
Please keep it for the next financial year
Key
Key board
Key board of typewriter
Key board operator

Key industries such as steel mill

Key man in the organization

Kin

Kith and kin

Next of kin to be informed in case of emergency

Kind

Kind of industry

Kinds of machinery to be imported

Kind boss

Kinship

Consideration of kinship

Ties of kinship

Know all men by these presents

Knowledge

Knowledge of accountancy

Basic knowledge of rules and regulations

Superficial knowledge

Thorough knowledge

Keeper

Keeper or nursea

Gate keeper

Record Keeper

Laboratory

Laboratory assistant

Laboratory attendant

An office cannot be run like a laboratory

Laborious

Honorarium is normally granted for doing laborious work
Laborious worker by nature

Labor

Labour charges

Labour compulsory

Labour force in the agricultural sector

Labour management dispute

Labour grading for fixation of wages

Labour problem

Lack of budgetory control

Lack of foresight

Lack of funds for the project

Lack of means to undertake the work

Lady

Lady assistant

Lady escort for women candidates

Lady steno typist

Laid down

Laid down in the rules

Land

Land acquisition for welfare projects

Land appropriation

Land Forces

Land Improvement Act

Land or water disputes

Land records

Land reforms scheme

Landing

Landing and housing fees, charges

Language
Language allowance
Language examination
Lapse
Lapse of runs
Lapse of provision
Lapse of sanction
Lapsed
Lapsed bill
Lapsed deposits
Lapsed grant
Large
Large scale
Large scale movement of population
Large scale industries
Last
Last accounting period
Last date for application
Last known place of abode
Last marking in the diary
Last Pay Certificate
Last resort
Last word
Late
Late arrival
Late attendance
Late fee
Late sanction
Late submission of application
Latest
Latest copy
Latest date
Latest edition
Latest report
Latest report on performance
Law
Law abiding citizen
Law breaking activities
Law and order situation
Law enforcement agencies
Lawful
Lawful age
Lawful custody
Lawful eviction
Lawful excuse
Lawful order
Lawful possession or documents
Lawfully
Lawfully entitled
Lawfully entitled to take over the building
Law Ministry may please remove their file
Lay
Lay days
Lay off
Lay out
Lay out of the development project
Leader
Leader of the House
Leader Of the opposition
Leading

Leading industrialists

Leading roll

Leading persons of the locality

Leading questions are not allowed in the Court

Leaf

Leaf fall

Leaf of the exercise book

Leakage

Leakage of secret information

Intentional leakage of secret news

Loss in the store due to leakage

Lease

Lease agreement, deed

Lease in perpetuity

Agreement for the lease of Govt: lands

Least

Least amount required for

Least of all

Least possible delay

Least that I can do for you

Leave

Leave abroad on full pay

Leave account prepared in accordance with rules

Leave account form

Leave account to be put up with application

Leave applied for stands his credit

Leave at credit

Leave certified by A.G.P.R.
Leave cannot be allowed
Leave during tour ex-Pakistan
Leave may be granted
Leave notice
Leave not due
Leave of all kinds combined together
Leave on average pay
Leave on full pay
Leave on half average pay
Leave on medical certificate
Leave on medical grounds
Leave on private affairs
Leave out of Pakistan
Leave out of Pakistan on medical grounds
Leave overstay
Leave preparatory to retirement
Leave reserve is normally 10% of the approved strength of staff
Leave return
Leave roster generally prepared in the beginning of calendar year
Leave salary
Leave salary certificate issued by A.G.P.R.
Leave taken
Leave of preparation
Leave without pay
Ex-Pakistan Leave
Grant of leave to sue
Period of leave
To overstay leave
Ledger
Ledger account
Ledger account of supply
Ledger balances
Ledger keeper
Ledger Keeping
Legal
Legal advice is obtained from Law Division
Legal adviser
Legal character of the matter cannot be overlooked
Legal consequences to the forcible occupation
Legal difficulties had to be overcome
Legal formalities have to be complied with
Legal possession
Legal requirements of the case
No legal remedy of the dispute is available
Legalise
The act was promulgated to legalise the executive actions
Legation
Foreign legation in Pakistan
Legation of Pakistan abroad
Legible
The writing should be legible
Legible writing
Legibly
To write legibly
Legislative Assembly
Legislative business
Legislative questions
Legislature
Legislature is the law making authority in the country

Legitimate

Rent of office building is a legitimate

Legitimate charge on the budget

Legitimate children of an employee are entitled to medical facilities

Legitimate expectations such as normal promotion etc.

Lack

Lending

Lending department

Length

Length of period of training

Length of sentence

Length of service determines the seniority

Less

Less experienced staff

Less incom tax

Less realization of taxes

Letter

Letter of appointment

Letter of credit

Letter guarantee

Letter or introduction

Letter of sanction

Letter under issue

Letter writing

Letter needing reply

Lettering

Level

High level meeting
While replying to a letter the level of correspondence has to be maintained.

Levelling

Levelling of land is a difficult process in the hilly areas.

Levy

To levy new taxes

Liable

Liable for cancellation due to non-payment of dues

Liable for prosecution due to non-attendance in the Court

Liable to be proceeded against under the Disciplinary Rules

Liable to be proceeded against on disciplinary grounds

Liability

Financial liability

Unbudgeted liability

The liability is of inescapable nature

To accept liability

To acquire additional liability

To renounce liability

Liaison

Liaison officer

Liberal

Liberal terms of employment

Loan was granted on liberal terms

Liberty

Liberty of action

relevant rules

Liberty of press

Full liberty of speech in the Assembly

Librarian
Library

Library Assistant

collection in the library

Library requisition form

Licence

Licence fee

Licence holder

To hold a licence

Status is not a licence for exemption from law

Licenced

Licenced stamp vendor

Only a licenced person can hold a lethal weapon

Life

Life annuity

certificate is required for payment of pension

Life imprisonment

Life history

Life history of Gazetted officers is compiled by A.G.P.R.

Light

Light diet for the sick

Light duties

Focus light on

Obstruct the light

Throw more light on the problem

I o come into line light

Light requirements

Light transport vehicle

Lighting

Lighting arrangements
Lighting restrictions during the blackout

Limited

Limited company

Limited liability

Line

Line of action

To get together to chalk out further line of action

Lines

On the lines suggested above

List

List of corrections

List of savings and excesses

List of late sanctions

List of major and/minor works

Liquid

Liquid assets

Liquid diet

Liquidated

Liquidated damages

Liquidation

Liquidation report

Loan

Loan account

Loan fund

Loan notification

Loans

Loans and advances

Loans and advances to government servant

overdue loans
Recoverable loans
Written off loans
Local
Local administration
Local allowance
Local Audit Department
Local Authority
Local Body
Local Compensatory Allowance
Local Fund Account
Local Purchase Register
Locally available resources
Log Book
Log Book of staff car
Log Book remarks
Audit objections on the log book
Logical
Logical conclusion
The matter should be pursued to its logical conclusion
Long
Long dated loan
Long established practices
Long term planning
Loss
Loss by exchange
Loss during transmission
Low
Low flood
Low paid employee
Low standard of living

Lowest

Lowest performance of his service

Lowest rate of interest

Lowest standard of efficiency

Lowest tender

Lower

Lower Court

Lower in rank

Lower rate of pay

Lower standard of performance

Lump

Lump cut

Lump payment

Lump provision

Lump sum

Lump sum allowance

Lump sum appropriation

Lump sum deduction

Lump sum figures

Magisterial

Magisterial equity

Magisterial powers

Magnitude

Matter of significance magnitude

The problem has assumed, acquired greater magnitude

Main

Main channel

Main feature
Main line
Main and local distribution system
Main office
Maintenance
Maintenance account
Maintenance allowance
Maintenance and repair estimates
Maintenance and running of existing facilities
Maintenance charges
Maintenance cost
maintenance Improvement renewal & replacement
Maintenance grant
Maintenance of account
Maintenance of durable goods
Maintenance of public order
Maintenance of record
maintenance staff
Major
Major difference
Major estimates
major head
Major head of account
Major head of expenditure
Major penalty
major punishment
Major repairs
Major scale, on
Major works
Make
Make a reference
Make a rule absolute
Make amends
Make an allowance
Make good the loss
Make out a case
Make out a case for additional staff
Make over
Make over charge of the post
Make shift arrangements till creation of more posts
Maladministration
Maladministration gives rise to inefficiency
Malafrade
The administrative order was malafrade in nature
Malicious
Malicious attitude
Malicious writing
Maliciously
Done Maliciously
Malpractice
corruption
Management
management and working
Manager
managerial skill
Managing Agent
Managing Agent Committee
Managing Director
Mandatory
Mandaroty injunction
Mandaroty requirement
Manifest
manifest breach
Manifest breach of rules
Manifestation
Manifestation of good will
Manual
Manual of administration
Manual of Audit instructions
Manual of Budget Procedure
Manual of office instructions
Manual of Office Procedure
Manual of training
Manually
Manually stitched dress
manufacture
Manufacturing
Manufacturing capacity
Manufacturing cost
manufacturing cost per unit
Margin
Margin of production
Margin of profit
margin of profit is very low
Instructions in the margin
Marginal
Marginal adjustment
Marginal buyer
Marginal disutility of labour
Marginal entries
Marginal headings
Marginal notes
Marginal increment of product
Marginal import adjustment
Marginal producer
Marginal profit
Marginal reference
Marital
Marital rights
Marital status
Mark
Mark of honour
Mark of identification
To mark down prices
To mark to another officer
Bench mark
Trade mark
Water mark
Marked
Marked answer books
Marked difference
Marked difference in the prices
Marked trend for investment
Market
Market behaviour
Market price
Active market
Black market
Brish market
Buyers, market
Capital goods market
Competitive market
Dull market
Fluctuation of market
Firm market
Foreign market
Open market
Open market price
Seller's market
Share market
Strong market
World market
Marketing
Marketing agreement
Marketing cooperative
Marketing officer
Marketable
Marketable form
The goods in the present form are not marketable
Marks
Marks awarded
Marks man
Marks of identification
Marks of violence
He is a bad marks man
Marks of violence, on the dead body

The goods in the present form are not marketable
The goods in the present form are not marketable
The goods in the present form are not marketable
Marriage
Marriage allowance
Marriage ceremonies
Marriage expenses
Marriage of different ideas
Martial
Martial areas
Martial law
Martial race
Court martial
Mass
Mass communication
Mass consumption
Mass education
Mass production
Mass unemployment
Mass welfare
Massive
Massive building
Massive construction
Massive programme
Massive programme for rural reconstruction
Material
Material allocation sheet
Material alteration
Material at site
Material difference
Material evidence
Material facts
| Matter of purely local character | نیت مذکرین تقریباً روز در دولت کا ہے۔
| Matter of interest | ایک اور مذکرین کا اہم مطلب ہے۔
| Matter of general public concern | عام کے لیے مذکرین کا اہم مطلب ہے۔
| Matter of general policy | عام کے لیے مذکرین کا اہم مطلب ہے۔
| Matter of fact | مذکرین کا اہم مطلب ہے۔
| Matter please explained | مذکرین کا واضح مطلب ہے۔
| Matter may please be clarified | مذکرین کا واضح مطلب ہے۔
| Matter in issue | مذکرین کا واضح مطلب ہے۔
| Matter in controversy | مذکرین کا واضح مطلب ہے۔
| Matter | مذکرین کا واضح مطلب ہے۔
| Mathematical instruments | ریاضی ابزار
| Mathematical calculation | ریاضی محاسبہ
| Mathematical drawing | ریاضی نقاشی
| Mathematical | ریاضی
| Mathematical leave combined with regular leave | ریاضی سالہ اور تجربہ
| Mathematical benefits | ریاضیاتی فوائد
| Maternity | مادریت
| Maternity and child welfare | مادریت اور عورت کی صحت
| Maternity benefits | مادریت کی فوائد
| Maternity and child welfare | مادریت اور عورت کی صحت
| Material prospects | ریاضیاتی نظرات
| Material variation | ریاضی انتخاب
| The new proposal contains alterations | جدید پیش نمایندگی میں تغییرات شامل ہے
| There are material differences in the two proposals | دو پیش نمایندگیوں میں اہم تفاوت موجود ہے
| This will not make any material difference in the situation | یہ کوئی اہم تفاوت درصد درصد نہیں ہے
| The deviation does not constitute a material irregularity | تغییر کوئی اہم غلطی نہیں ہے
| Materialise | ریاضیاتی کر
| This could not be materialised | یہ کوئی اہم غلطی نہیں ہے
| Anticipated savings did not materialise | مذکرین کی خواہش نہیں ہے
| Maternity leave combined with regular leave | مادریت کا تجربہ
| Material prospects | ریاضی نظرات
| Material variation | ریاضی انتخاب
| The new proposal contains alterations | جدید پیش نمایندگی میں تغییرات شامل ہے
| There are material differences in the two proposals | دو پیش نمایندگیوں میں اہم تفاوت موجود ہے
| This will not make any material difference in the situation | یہ کوئی اہم تفاوت درصد درصد نہیں ہے
| The deviation does not constitute a material irregularity | تغییر کوئی اہم غلطی نہیں ہے
| Materialise | ریاضیاتی کر
| This could not be materialised | یہ کوئی اہم غلطی نہیں ہے
| Anticipated savings did not materialise | مذکرین کی خواہش نہیں ہے
| Maternity | مادریت
| Maternity and child welfare | مادریت اور عورت کی صحت
| Maternity benefits | مادریت کی فوائد
| Maternity leave combined with regular leave | مادریت کا تجربہ
| Mathematical | ریاضی
| Mathematical calculation | ریاضی محاسبہ
| Mathematical drawing | ریاضی نقاشی
| Mathematical instruments | ریاضی ابزار
| Matter | مذکرہ
| Matter in controversy | مذکرہ معاشرت
| Matter in dispute | مذکرہ معاشرت
| Matter in issue | مذکرہ معاشرت
| Matter may please be clarified | مذکرہ کی واضح مطلب ہے
| Matter please explained | مذکرہ کی واضح مطلب ہے
| Matter of fact | مذکرہ مطلب
| Matter of general policy | عام مذکرہ
| Matter of general public concern | عام مذکرہ
| Matter of interest | مذکرہ مطلب
| Matter of purely local character | مذکرہ مطلب
| Matter under dispute | مذکرہ مطلب
Matter is under consideration

Matter has been referred to concerned quarters

Matter has been dropped

Mature

Mature deliberation

Mature deliberation on the intricate issue

Mature insurance policy

Maximum

Maximum admissible percentage of errors

Maximum credit limit

Maximum demand

Maximum demand indicator

Maximum extent

Maximum extent of relaxation in age

Maximum limit

Maximum limit for relaxation of rules

Maximum pay, pension

Maximum profit margin

May

May be awaited

May be consulted

May be put up

May be referred to

May be requested to clarify

May kindly be expedited

May please remove their fill

May be filed

Meager

Meager capital
Meager capital is inadequate
Meager provision in the budget
Meager resources of income
Mean
Mean annual increment
Mean ratio
Mean velocity
Means
Means of communication
Means of conveyance
Means of livelihood
Means of of verifying the facts
Ways and means
Ways and means position has to be reviewed before finalizing taxation proposals
Measure
Measure of economy
Administrative measure
Legal measure
The measure of precaution
The measure of success
To measure the rate of performance
Disciplinary Measure
Measurement
Measurement list
Measurement of performance with the help of stop watch
Mechanical
Mechanical breakdown
Mechanical forming
Mechanical means
Mechanical transport
Mechanically
Mechanically defective
Mechanically propelled
Mechanically propelled vehicle
Mechanically sound
Mechanically un-serviceable
Medical
Medical adviser
Medical allowance
Medical Attendance Rules
Medical attendant
Medical certificate
Medical examination
Medical history sheet
Medical leave
Medical officer
Medical relief
Medical treatment at Govt: expense
Medical ward for intensive care
Free medical aid
Leave of fcn medical grounds
Medium
Medium capacity
Medium capacity for handling tough cases
Medium height
Urdu as medium of instruction
Meet
Meet a bill, To
Meet the charges
Meet the expenditure
Meet the demand
Meet the requirements
Meet periodically
Meeting
Meeting called by the Speaker
Meeting of National Assembly
Notice for the meeting
Notice for extraordinary meeting
Notice for General Body meeting
Quorum for the meeting
Memorandum/Memo
Memo of adjustment
Memo of agreement
Memo of articles
Memo of association
Memo of information
To draw up a memo
To address a memo
Member
Member of All Pakistan Services
Member of Subordinate Service
Member Managing Committee
Honorary member
Regular member
Mental
Mental ability
Mental conflict
Mental fatigue

Mental Hospital

Mental patient

Mentioned

Mentioned above

Mentioned below

Mentioned in the preceding paragraph

Mentioned in the petition

Merit

Merit certificate

Merit list

Merit order

Merit rating

Arranged in order of merit

Meritorious

Distinguished and meritorious service

Meteorological

Meteorological forecasts

Meteorological observations

Method

Method of conducting a departmental inquiry

Method of submitting proposal

Microscopic

Microscopic appearance

Microscopic examination

Middle

Middle age

Middle class

Middle man
Prices can be brought down by eliminating the middle man between the producer and the consumer.

Manpower can be arranged by milking the existing units.
Milometer
Mineral
Mineral resources
Acquisition of mineral rights
Plans for development of mineral resources
Minimum
Minimum academic qualifications for the post
Minimum age acceptable to the Commission
Minimum marks required
Minimum pay at the commencement of service
At the minimum rate
Condition of minimum wage
Minimum subsistence level
Minimum average cost
Minimum real wages
Mining
Mining Act
Mining Engineer
Lease of mining rights
Minister
Minister incharge
Minister without portfolio
Concerned Minister
Ministerial
Ministerial benches
Ministerial establishment
Ministerial servant
Ministerial service examination
Ministerial staff
Rules & Regulation applicable to ministerial services

Ministry

Ministry of Defence

Set up in the ministry

Minor

Minor ailments

Minor estimates

Minor head of accounts

Minor objections

Minor penalty, punishment

Minor repairs

Minor surgery

Minor works

Efficiency & Discipline Rules list the minor and major penalties

Minus

Minus account

Minus figure

Minus result

Minute

Minute book

Minute detail

To give minute details

To record the proceedings in the minute book

The minute of the Minister in para 7

Minutes

Minutes as recorded by the Secretary

Minutes of the meeting

Distribution of the minutes of the meeting

Misappropriate
Misappropriate the cash
To Misappropriate the deposits
Misappropriation
Misappropriation of funds in different sub heads
Temporary Misappropriation
Misbehave
Misbehaviour
Misbehaviour is punishable under relevant rules
Wilful disobedience amounts to misbehaviour
Miscellaneous
Miscellaneous advances grouped under one head
Miscellaneous charges debitable to contingencies
Miscellaneous contributions
Computation of miscellaneous orders
Funds earmarked for miscellaneous purpose
Weeding of miscellaneous record
Mischief
There is no escape from the mischief of the rules
Misclassification
Misclassification by the bank
Misclassification of expenditure
Misclassification of expenditure under the wrong head
Misconduct
Misconduct as defined in Efficiency & Discipline Rules
Misconduct is punishable under the relevant rules
Mishap
Deal due to mishap
Misinform
Field Officer misinformed the Headquarter office
Misinterpretation
Misinterpretation of rules leads to defective decisions

Defective decision was the result of misinformation from the Field Staff.

Files are mislaid in the absence of a system for record keeping.

The statement of the witness is misleading and incorrect.

Mismanagement in administration.

Mismanagement of resources.

Misplacement of papers due to carelessness.

To misrepresent facts.

Misrepresentation of the details.

Missing enclosures.

Missing reference.

Mis-statement also amounts to misconduct.

He was mistaken for Mr. X.
Misunderstanding
Genuine misunderstanding
Misuse
Misuse of authority
Misuse of power
Mitigate
Mitigating
Mitigating circumstances
Mitigating circumstances justifying a lesser punishment
Misplace
To misplace papers
Mitigation
Mitigation of punishment
Mobilization
Mobilization during war
Mobilization of material for construction
Mobilization of resources
Mode
Mode of charging the amount in the pay bill
Mode of journey during the tour
Mode of payment
Model
Model agreement form
Model rules
Model terms
Modified
Modified appropriation
Modified grant
Higher allocation in modified grant
Modus operandi

Modus operandi cell suggests improvements in working methods

Monetary

Monetary grant

Monetary limits

Monetary limits of the project

Monetary policy of the Govt:

Monetary reserves

Mono

Monograph

Mono lithic

Mono lithic construction

Mono polisation

Mono poly

Mono polistic

Monthly

Monthly abstract account

Monthly allowance

Monthly arrears list

Monthly payment

Monthly return of arrears

Moral

Moral character

Moral restraints

Moral turpitude

Moral victory

Morale

Morale of Armed Forces

Morale of Armed Forces keeps the fighting spirit high
Mortal
Mortal blow
Mortal injury, wound
Mortgage
Mortgage bond, deed
Mortgaged
Mortgaged property
Mortgagee
Motive
Motive force, power
Motive behind the action
Motivating factors
Motor
Motor board
Motor car advance
Motor car allowance
Motor cycle
Motor vehicle plying for hire
Mouth piece
Mouth piece of Government
Movable
Movable property
Movables
List of movables
Movements
Movements of cases
Record of movements of cases
Keep an eye on the movements
Multi
Norcotic drugs
Narcotic
Namely
The amount was paid to his name sake
Name sake
Name card
Name
other Acts
Proposed amendments will mutatis mutandis be applicable to
other Acts
Name
Name card
Name sake
The amount was paid to his name sake
Namely
Narcotic
Norcotic drugs
Narcotics
Narcotics Control Board
Narration
Narration of the incident
Colourful narration
Exaggerated narration
Narrative
To write in narrative form
Narrow
Narrow escape
Narrow interpretation of rules
Narrow outlook
National
National anthem
National Archives & Records
National Assembly
National economy
National Health Insurance
National Highway
National income statistics
National indebtedness
National Planning Commission
Nationalization
Nationalization of bank & industry
Natural
Natural agents
Natural born subject, citizen
Natural conclusion to the process
Natural consequences of such irresponsible behaviour
Needful Secretary need not be troubled
No need to take it up at this stage
Need of the hour
Submitted for further necessary action
Necessary instructions
Necessary action
Necessary
Naval officer
Naval deserter
Naval court
Naval accounts
Naval
Necessary
Necessary action
Necessary instructions
Put up after necessary preliminaries
Submitted for further necessary action
Need
Need of the hour
No need to take it up at this stage
Secretary need not be troubled
Needful
do the needful
the needful has been done
Negative
Negative answer
Negative approach
To have a negative approach in all
Negative thinking
Neglect
Confirmation of staff was delayed due to neglect
Neglected cases
Neglected cases have piled up
Nefarious
Nefarious activities
Negligence
Negligence is one of the causes of inefficiency
Nepotism
worst form of nepotism
Net
Net amount allowed
Net amount payable
Net claim
Net income
Net income from all sources
Net price after discount
Net results
Net revenue to the end of year
Net weight
Neutral
Neutral approach
Neutral examiner

New

New cases received

New expenditure

New item statement

New works

New works not included in the Budget

Newly constituted

Newly constituted Parcel office

Newly constituted opened file

Next

Next below, Rules

Next budget session

Next higher officer

Next of kin

Next superior

Promotion to next higher grade

Distinction

Distinction between right and wrong

To discover nice Distinction

Night

Night duty

Night duty allowance

Night watchman

No

No demand certification

No objection certificate

No thorough fare

Nominal
Nominal charges

Nominal control

Nominal control over expenditure

Nominal muster roll

Nominal partner

Nominal sum

Nominated

Nominated member

Nominated official representative

F.P.S.C. Nominated candidate

Nominee

Nominee of Public Service Commission

Departmental nominee on the Committee

Nomination

Nomination papers

Filling of nomination papers

Non

Non acceptance

Non acceptance of terms

Non accessible

Non adjustment of figures

Non agricultural

Non appeal able

Non Asiatic nationality

Non attachable property

Non availability

Non availability certificate

Non bailable offence

Non cognizable offence
Non compliance
Non cooperation
Non cumulative leave
Non development account
Non development activities
Non employment certificate
None entitled patient in the hospital
Non Gazetted Officer
Non judicial stamp
Non luminous surface
Non observance of Rules
Non payment certificate
Non pension able service
Non practicing allowance
Non production of documents
Non productive effort
Non qualifying service
Non receipt
Non recovery
Non recurring expenditure
Non release of funds
Non refundable grant
Non selected candidate
Non tax revenue
Non utilization
Non vacation Department
Non working day
Normal
Normal age
Normal duties
Normal increments in pay
Normal maintenance
Normal output per acre
Normal superannuation
Not
Not for sale
Not to be telegraphed
Not transferable
Not up to the mark
Note
Note book
Note of deficiencies
Note of dissent
Note of dissent by one of the members
Note sheets
Noted
Noted above
Noted and returned
Noted below
Noted for further reference
Noted on the reverse
Notice
Notice board
Notice inviting tenders
Notice of demand
Notice of discharge from service
Notice of non delivery of bill
Notification
Gazette notification

Leave notification

Notification of proceeding on leave

Notification of retirement

Notification under section...

Noting

Noting portion of the file

Noting submitted to senior officers

Notwithstanding

Notwithstanding any thing contained in sub rule No...

Notwithstanding any thing contained in these rules

Notwithstanding any thing otherwise contained in these rules

Now

Now these presents witness

Null and void

To declare null and void

Number

Number issued

Number of copies required

Number plate

File number

Serial No

Numbering

Numbering machine

Numbering and dating machines

Oath

Oath of allegiance

Oath of allegiance by Members of Cabinet

Objection
Objection Book

Objection Book maintained by Audit

Objection statement

Outstanding objection

No objection certificate

Objectives

Objectives of five year plan

Objectives of the exercise have to be clarified

Obligatory

Obligatory contribution to G.P. Fund

Observation

Audit observations

Marginal observations by senior officers

Observe

To observe scrupulously

Obsolete

Obsolete laws

Obsolete residential building

Obsolete record

Obvious

Obvious irregular charges

Obvious scar

For obvious reasons

Obviously

He is obviously at fault

Occasional

Honorarium is granted for work which is onerous in nature & occasional in character

Occupation

Occupation tax
<table>
<thead>
<tr>
<th>Term</th>
<th>Arabic</th>
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<tbody>
<tr>
<td>Occupational</td>
<td>تحقيق مهني، تحقيق، صناعي</td>
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<tr>
<td>Occupational accidents</td>
<td>تدفقات مهنية، حادث، تهنية</td>
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<tr>
<td>Occupational history</td>
<td>تاريخ مهني، تاريخ، تاريخي</td>
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<tr>
<td>Occupational level</td>
<td>مستوى مهني، مستوى، مستوى</td>
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<tr>
<td>Occupational representation</td>
<td>اتفاقية مهنية، تعداد، تجسيد</td>
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<td>Occupational survey</td>
<td>رسمية مهنية، رسمية، تقرير</td>
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<td>Occurrence</td>
<td>حدث، حدث، حدث، حدث</td>
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<tr>
<td>Daily occurrence</td>
<td>حدث يومي، حدث، حدث يومي</td>
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<tr>
<td>Normal occurrence</td>
<td>حدث طبيعي، حدث، حدث طبيعي</td>
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<td>Strange occurrence</td>
<td>حدث غريب، حدث، حدث غريب</td>
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<td>Of common occurrence</td>
<td>حدث عادي، حدث، حدث عادي</td>
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<tr>
<td>Of</td>
<td>من، من، من، من</td>
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<tr>
<td>Of active habits</td>
<td>حدث نشط، حدث، حدث نشط</td>
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<tr>
<td>Of common occurrence</td>
<td>حدث عادي، حدث، حدث عادي</td>
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<tr>
<td>Of even date</td>
<td>حدث يوم، حدث، حدث يوم</td>
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<tr>
<td>Of the one part</td>
<td>من الناحية الأولى، من، من</td>
</tr>
<tr>
<td>Of the other part</td>
<td>من الناحية الأخرى، من، من</td>
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<tr>
<td>Officers of equivalent standing</td>
<td>أعضاء من المستوى نفسه، من، من</td>
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<td>Offence</td>
<td>جريمة، جريمة، جريمة</td>
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<tr>
<td>Offence punishable with death</td>
<td>جريمة مقدمة للإعدام، جريمة، جريمة, جريمة</td>
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<td>Different penalties for major &amp; minor offences</td>
<td>عقوبات مختلفة لجرائم صغيرة، عقوبات، عقوبات</td>
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<td>مالك، مالك، مالك</td>
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<td>Offender to be taken to task</td>
<td>مكلف بالجزاء، مكلف، مكلف</td>
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<td>Office</td>
<td>مكتب، مكتب، مكتب</td>
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<td>Office address</td>
<td>عنوان مكتب، عنوان، عنوان مكتب</td>
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<td>Office bearers of the Organization</td>
<td>أعضاء من الإدارة، أعضاء من، أعضاء</td>
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<td>Office copy of the letter</td>
<td>نسخة من الرسالة، نسخة، نسخة رساله</td>
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<td>Office decorum</td>
<td>نظافة مكتب، نظافة، نظافة مكتب</td>
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<tr>
<td>Office discipline</td>
<td>تنظيم مكتب، تنظيم، تنظيم مكتب</td>
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</table>
Office files, record
Office hours
Office manual
Office memorandum
Office note
Office off issue
Office order
Office routine
Office routine and business method
Office Superintendent
Office
Took charge of the office of
Term of office
Officer
Officer empowered under law
Officer Incharge
Officer in immediate charge
Officer on probation
Officer on Special Duty
Officer reported on
Officer Reporting
Official
Official adviser
Official authority
Official business
Official capacity
Official career
Official channel
Official concerned
Official conduct

Official designation

Official letter

Official publications

Official Secrets Act

Official tour

Official visit

In exercise of Official authority

In official capacity

Officate, To

Is appointed to as Deputy Secretary

To Officiate, to in a leave vacancy

Officiating

Officiating arrangements in leave vacancies

Officiating incumbent

Officiating pay

Officiating period not reckoned as continuous service

Officiating posts

Officiating posts for short periods

Officiating promotion without claim to regular appointment

Old age

Old age benefits

Old age insurance

Old age pension

Old age Security

Omission

Deliberate omission from the list

In advertent Omission

Omission due to oversight
On
- account allocation
- account of old age
- all fours
- alternate days
- behalf of Head of Department
- compassionate grounds
- demand
- deputation
- duty
- going
- merit
- paper
- permanent basis
- public service
- reverse
- such date or as soon thereafter
- the condition
- the subject cited above
- the merge of retirement
- leave on medical grounds
- leave on private affairs
- overuse
- honorarium is granted for work which is overuse in nature and occasional in character
- ongoing
- ongoing projects
- open
- open competitive tender
- open door trade, policy
Open letter appearing in the press

On secret

To open an account in the Bank

To open a file

To open the sealed cover

To open talks

Operating

Operating cost

Operating profits

Operative

Operative portion of an instrument

Opposite

Opposite party

Option

On the introduction of revised scales of pay all employee were given option to retain the existing scales

Optional

Optional holiday

Optional subscription

Revised Leave Rules were optional and not binding

Oral

Oral agreement

Oral and practical examination

Oral discussion

Order

Order of discharge

Order of merit

Order of refund

Order of revocation

Order of urgency
Order to show cause

Ascending

Descending order

The names were in ascending/descending of merit

Office order

Until further order

Order of the competent authority

Orders

Orders are solicited

Orders previously in force

It is for orders

Submitted for orders

Ordinance

President can promulgate an ordinance when the Assembly is not in session

Ordinarily

Ordinarily no request for leave is turned down

Ordinary

Ordinary correspondence

Ordinary debt

Ordinary letter

Ordinary post

Ordinary rates

Ordinary repairs

Ordinary routine

Organized

Organized manner

Organized policy

Organizational

Organizational set up
Outgoing incumbent has signed the charge relinquishment report.
Outline

Outline of Departmental budget should be ready by November each year

A summary contains an outline of the case

Output

Weekly output of each employee

Outstanding

Outstanding advances

Outstanding arrears

Output balance

Output bill of T.A.

Output liabilities

Output objections of the Audit

Output payment

List of output cases

Output performance

Selected on the basis of output merit

Output title to the post because of the meritorious services of his father

Over

Over assessment

Over budgeting

Over charging of fare

Over draft

Over drawal

Over due installment

Over emphasize on a particular point

Over estimate

Over estimate the outcome

Over estimate a person

Overhead
Overhead charges of the project
Over investment in the loan
Over payment of tour expenses
Over recovery of the loan
Over ride
Over riding powers
Over sight
Over spending
Over staffed
Over statement
Over stayel of leave
Over time
Over valuation
Over-ride

This Order will over-ride all previous orders on the subject

Over riding power
This Order has over riding power in respect of all previous orders on the subject

Oversight

The mistake crept in due to oversight in such of work

Overstaffed

The confusion in the organization is on account of it being overstaffed

Overstay

To overstay leave

Charged for overstay of leave

Page
Page ante
Page 7 ante
Page numbering

Page numbering is important in the maintenance of files
Paid employee
Contingent paid employee
Paid on hourly basis
Low paid employee
Pakistan
Pakistan Army Regulation
Pakistan Embassy
Pakistan Law Reports
Pakistan Missions abroad
Pakistan Penal Code
Panel
Panel of names for the Committee
On the panel
Paper
Paper binding
Paper cabinet
Paper clip
Paper credit
Paper making
Paper under consideration
Waste paper
Papers
Papers added to the file
Papers placed under the file
Papers to be considered in the next meeting
Papers to be brought up for discussion

Papers to be kept under lock & key

Papers under consideration

Para

Para 17 ante

Para 26 infra

Reference Para 6 notes

Paraphrasing

Paraphrasing of the fresh receipt is not required in the note

Parity

Parity in the eyes of law

Parity in representation

To ensure parity under the rules

Parliamentary

Parliamentary papers

Parliamentary practice and procedures

Parliamentary Secretary

Parliamentary system of Government

Part

Part adjustment

Part payment

Part performance

Part time worker

Party of the first

Party of the second

Partial

Partial acceptance

Partial acceptance of terms

Partial disablement
Partial loss
Partial payment
Partial payment of outstanding bills
Partial production
Partial refund
Partial refund of the amount overpaid

The mill will go into production by the end of the year

Particular
Particular file required for the case is not forthcoming
Particular symbol
Particulars
Particulars of journey and halts required for the T.A. Bill
Particulars of the case
Necessary particulars to be given in the application

Parties
Parties to a contract
Interested parties
Partly
Partly successful

The charges are partly proved
The statement is only partly correct

Passage
Passage accounts
Passage advances
Passage allowance
Passage concession
Passage overseas
To book the passage
Passed

The mill will go into production by the end of the year

Partial refund of the amount overpaid
Partial payment of outstanding bills
Partial production
Partial refund
Passed for Rs: 1000/=  
Passed the departmental examination  
Passing  
Passing of accounts  
Passing of counterfeit money  
Past  
Past actuals  
Past experience  
Past practice  
Parity under the law  
Patrolling  
Patrolling duty  
Patrolling party  
Patrolling system  
Pay  
Pay & Allowances  
Pay & allowance regulations  
Pay at call  
Pay day  
Pay bill  
Pay of officers and establishment  
Pay on demand  
Pay Order  
Pay revision  
Pay slip  
Pay structure  
Payee  
Payee of a bill  
Payee’s Account
Payment
Payment certificate
Payment form
Payment order
Payment refused
Payment voucher
Delayed payment
Passed for payment
Part payment
Peak
Peak demand
Peak output
Peak period
Pecuniary
Pecuniary assistance
Pecuniary guarantee
Pecuniary liability
Pecuniary obligation
Penalty
Major penalty
Minor penalty
No was imposed for the inadvertent omission
Penalty clause
To impose penalty
Pending
Pending case
Pending further orders
Pending receipt of a decision
Please keep pending
Pending receipt of formal orders

Pending retirement

Nothing to be left pending

Pension

Pension bill

Pension contribution

Grant of pension for political considerations

Preparation of pension papers to be taken up in advance

Deficiency upto one year in qualifying service for pension can be condone

Pension able

Pension able service

Pension able status

On pension able basis

Pensionary

Pensionary charges

Pensionary contribution

Pensionary liability

Pensionary status of a post

Pensioner

Peon

Peon book

Peon cum daftari

Per

Per annum

Per bearer

Per capita

Per capita income

Per centum

Percent on gross revenue
Per diem
Per foot run
Per head
Per hour
Per men sum
As per practice
Tour expenses include per diem allowance
Percentage
Percentage deduction form pay
Percentage efficiency
Percentage rate tender
Perforate
Perforated
Perforated portion
Perforation
Perforation on the stamp sheet
Performance
Performance license
Performance rates of wages
Performance test
Period
Period for preservation
Period for preservation of old record
Period not reckoned as service
Period of currency
Period or duration of permit
Period of grace
Period of incumbency
Period of leave granted
Period of probation
Period of stay
Period of tenure
Period of vacancy
Period of validity
Period served
Period under audit
Periodic
Periodic increment
Periodic renewals
Periodic report
Periodical
Periodical increment
Periodical inspection
Periodical intervals
Periodical repairs
Periodical returns
Periodical review
Periodical verification
Permanent
Permanent advance
Permanent causal and seasonal labour
Permanent commitment
Permanent debt liabilities
Permanent establishment
Permanent graulin-aid list
Permanent imprest
Permanent injunction
Permanent non pension able appointment
Permanent post
Permanent promotion
Permanent record
Permanent partial impairment
Permanent retention
Permanent total disability
Permanent Traveling Allowance
Permanent vacancy
On permanent basis
Permissible
Extraordinary leave is not permissible
Permissible difference
Permissible error
Permissible period
The limit of permissible errors is 5%
Permission
Permission form
Permission to leave station
Permit
Permit fee
Permit holder
Permit issuing authority
Permit regulation
No one will permit
Personal
Personal allowance
Personal Assistant
Personal attention
Personal checking
Personal consumption
Personal contact
Personal description
Personal knowledge
Personal ledger
Personal pay
Personal remarks
Personal representative
Personal staff
Release on personal bond
Personnel
Personnel Administration
Personnel Management
Personnel Section
Perusal
Submitted for perusal
For perusal and return
Persons
Persons concerned
List of persons lost or missing in the mishap
Petition
Mercy petition
Writ petition
Petitioner
Petty
Petty contingent expenditure
Petty contractor
Petty expenditure
Petty Govt: servants
Petty offences
Petty purchases
Phased
Phased implementation
Phased programme
Phenomenal
Phenomenal increase in production
Phenomenal progress in agricultural sector
Phenomenal recovery of the patient
Physical
Physical anomalies
Physical count
Physical examination
Physical features
Physical fitness
Physical incapacity
Physical planning
Physical resources
Physical verification
Physically
Physically fit
Physically handicapped
Piece
Piece hand
Piece meal
Piece work
Piece work establishment
Piece worker
Pilot
Plea
Plea in justification
Plea of abatement of claim
Plea of guilty
Plea of insanity
Plead

Place
Place of occurrence
Place of duty, employment
Place of occurrence
Place of duty
Place on the table of the House
Place of delivery
Place of dispatch
Place of destination
Place on duty
To place at disposal
Place at disposal

Plan
Plan period
Plan target
Planned
Planned allocation
Planned economy
Planned investment

Planned investment
Planned economy
Planned
Plan of the building
Plan of operators
Plan allocation
Plan

Pilot study
Pilot project
Pilot cell
Please surrender the unspent balance
Please submit with relevant record
Please speak
Please put up on return of the officer concerned
Please keep it handy
Please inform all concerned
Please keep it pending
Please expedite compliance
Please discuss
Please circulate
Please acknowledge receipt
Please
To plead guilty
To plead an apology
Plead an alibi
To pocket an insult
Pocket
Plus and minus
Plus
Plus entries
Pocket watch
Pocket knife
Pocket
To pocket something
Point
Point of commencement
Point of contact
Point saliety, satisfaction
Point out
To point out weak areas

Points

Points for discussion and orders

Points needing attention

Points of dissimilarity

Points requiring notice

Police

Police Act

Police administration

Police escort charges

Police forces

Police lock up

Police station lock up

Police station of normal strength

Policy

Policy cases

Policy holder

Policy making

Decisions involving policy questions

Assistant will maintain a list of important policy decisions

Political

Political action

Political activities

Political Affairs

Political Agent

Political aspect

Political career

Political movement

Political problems
Poor fund
Poor progress
Poor response
Poor response to the sermon
Port
Port of call
Port of discharge
Port of disembarkation
Port of landing
Port of shipment
Position
Relative position

The Warrant of Precedence indicates the relative position of notables
To change one's position on this point
Positive
Positive direction
Positive evidence
Positive reaction
He did not display any positive reaction
No positive evidence is forthcoming
Possible
All possible care
Utmost possible speed
Post
Post applied for
Post audit
Post card
Post copy
Post date
Post graduate
Post master
Post Master General
Post mortem examination
Post limited tenure
Post war reconstruction
Post Warden
All post graduate students will undergo a test
The post applied for was not advertised
The post mortem examination will reveal the cause of death
Postal
Postal address
Postal articles
Postal authorities
Postal guide
Postal life insurance
Postal runner
Postal voting
Posted on Notice Board
Posting
Posting guards
Posting order
Posting orders
Posting up
He has received posting orders for Karachi
Posting of sales in the Cash Book
Posting of annual increments in the Service Book
Postpone
The Chairman postponed the meeting

Postponement

Postponement of the meeting

Postponement of the annual dinner programme

The sudden postponement

Posts

creation of additional posts

supernumerary posts

filling of posts

reduction of posts

abolition of posts

continuation of posts

Power

Power house

Power of attorney

Power observation

Power of speech

Power politics

Power projects

Veto power

Powers

Delegation of Powers

Delegated powers

Super powers

Powers of hire & fire

Practicable

Practicable suggestions

Practicable solution

No practicable solution was possible
Practice

Daily practice

Practical

Practical analysis

Practical examination

Practical importance

Practical knowledge and experience

Practical observation

Practical skill

Sue

Sue for damage

Sue for restoration of rights

 Sufficiency

self sufficiency in food

Stage of sufficiency

Sufficient

For good and Sufficient reason

Sufficient means

Sufficient time for preparation

Suffix

to suffix holiday with sanctioned leave

To add family name as suffix

Suggest

Suggest a line of action

Suggest a suitable course of action

Suggest a remedy

Suggest a way out

I would therefore suggest

Suggestion
Suggestion for additional temporary posts

Suggestion needs attention

Suggestion under consideration on the file

The suggestion is worth consideration

Suit

Suit by or against

Suit dismissed for default

Suit for damages

Suit of civil nature

Suitability

Suitability for the post

Suitable

Suitable adaptations in the existing Act

Suitable candidate for the post

Reminders at suitable intervals

Summary

Summary dismissal

Summary disposal of cases

Summary for the Cabinet

Summary for the President

Summary jurisdiction

Summary of the case

Summary of the enquiry

Summary sheet

Summary Trial

Summit

Summit conference

Islamic Summit Conference

Summons
Court summons
Sumptuary
Sumptuary allowance
Sumptuary laws
Sundry
Sundry articles
Sundry charges
Sundry chares and allowances register
Sundry creditors
Sundry debtors
Sundry jobs order
Superannuation
Superannuation age
Superannuation pension
Normal superannuation
Superintendence
Superintendence of the progress of work
Superintendence of wedding arrangements
Proper superintendence of the flow of expenditure
Superintendent
Superintendent office
Superintendent promoted
Superintending
Superintending architect
Superintending engineer
Superintending the progress of construction
Superior
Superior civil services Rules
Superior class
Superior officer

Supply and Transport Corps

Supervision

Supplementary grant

Supplementary budget

Supplementary estimate

Supplementary bill

Supplementary appropriation

Supplementary agreement

Supplementary accounts

Supplementary additional and excess demands

Creation of a supernumerary post for the period when two officials drew pay against the same post

A good worker will always supersede inefficient

The new orders supersede the previous one on the subject

The new law has been issued in supersession of all previous orders

Under strict personal supervision

Supervision in the examination centre

Personal supervision

Supervision strict

Supervision
Supply and Transport Establishment
Supply centre
Supply of power
Supply system
Suppression
Suppression of evidence
Suppression of facts
Suppression of riots
Surplus
Surplus articles should be auctioned
Surplus balance of payment
Surplus posts will be abolished
Surprise
Surprise check
Surprise count
Surprise monthly verification
Surprise visit
Surrender
Please surrender the savings in the budget
Surrender of surplus stores
Surveillance
Surveillance of bad characters
Surveillance of expenditure
Survey
Survey committee
Survey maps
Survey plan
Survey of urdu speaking population
Suspend
<table>
<thead>
<tr>
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<th>Urdu</th>
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<tr>
<td>Suspend work for the day</td>
<td>دان کے لیے کام بند کریں</td>
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<tr>
<td>To Suspend for misconduct</td>
<td>لگام کے لیے ملنے کریں</td>
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<td>suspended</td>
<td>ملنے کریں</td>
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<td>Suspended animation</td>
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<td>Suspended lien</td>
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<td>Suspended sentence</td>
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<td>Suspence</td>
<td>ملنے کریں</td>
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<td>Suspence accounts</td>
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<td>Suspence register</td>
<td>ملنے کریں</td>
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<td>Suspence schedule</td>
<td>ملنے کریں</td>
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<tr>
<td>Suspension</td>
<td>ملنے کریں</td>
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<td>Suspension for misconduct</td>
<td>ملنے کریں</td>
</tr>
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<td>Suspension of employees</td>
<td>ملنے کریں</td>
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<td>Suspension of excise revenue</td>
<td>ملنے کریں</td>
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<td>Suspension orders</td>
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<td>صداقت کا نیچہ</td>
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<td>Sympathetic attitude</td>
<td>صداقت کا نیچہ</td>
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<tr>
<td>Sympathetic consideration</td>
<td>صداقت کا نیچہ</td>
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<tr>
<td>Sympathetic strike</td>
<td>صداقت کا نیچہ</td>
</tr>
<tr>
<td>System</td>
<td>نظام</td>
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<tr>
<td>System of accounts</td>
<td>نظام</td>
</tr>
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<td>System of control</td>
<td>نظام</td>
</tr>
<tr>
<td>System of competitive examination</td>
<td>نظام</td>
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<td>System of recruitment of senior post</td>
<td>نظام</td>
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<td>ذکر</td>
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</table>
Table land
Table of contents
office Table
Tabular
Tabular statement
Tabulate
To tabulate the figures
Tabulation
Tabulation of figures
Tag
File tag
Tag hole
To Tag together
Tail
Tail light
Tail of the canal
Take
Take account
Take advantage
Take advice
Take delivery
Take effect
Take immediate steps
Take into account
Take legal proceedings
Take notice
Take possession of
Take steps
Tally
No one has tampered with this paper

This document has certainly been tampered with

Tampering with any document is a criminal offence

Tampering with a witness

Tapping the rubber trees

Target for economic planning

Target for development projects

Tarrif

Tarrif Act

Tarrif wall

Tarrif war

Tax

Tax avoidance

Tax bill and receipt

Tax demand notice

Tax dodging

Tax due

Tax evasion

Tax exempt

Tax Ememtation

Tax holiday
Tax payer
Taxable
Taxable item
Taxable limit
Taxable minimum
Taxation
Taxation authority
Taxation file
Taxation policy
Teaching
Teaching and Research Assistant
Teaching capacity
Teaching of Urdu
Teaching staff
Technical
Technical accounts objection
Technical adviser
Technical and industrial education
Technical approval
Technical Assistant
Technical defect
Technical difficulties
Technical education
Technical estimates
Technical expert
Technical know how
Technical objection
Technical pay
Technical qualifications
Technical soundness

Technical terms

Technicalities

Going into technicalities

To observe the technicalities

Technically

Technically this is correct

Technique

Technique of letter writing

Technique of precise writing

Telegraphic

Telegraphic address

Telegraphic advice

Telegraphic code words

Telegraphic expenses

Telegraphic message

Telegraphic reminder

Telephone

Telephone message

Telephone operator

Telephone trunk call

Telephone trunk call charges

Temporary

Temporary allowance

Temporary appointment

Temporary attachment

Temporary certificate of registration

Temporary duty in a post

Temporary employee
Temporary expedient
Temporary imprest
Temporary misappropriation
Temporary staff
Temporary works
Tenable
His plea for the unauthorised absence is not tenable
His position on the point was not tenable
Tendency
Marked tendency towards indiscipline
Natural Tendency for science
Tender
Tender for the contract
Tender foul account
Tender resignation
Tenure
Tenure of office
Tenure post
Term
Technical terms
Term of detention
Term of office
Terms of service
Terminal
Terminal examination
Terminal leave
Terminal tax
Terminate
To Terminate the arrangements
To Terminate the Contract
To Terminate the operations
To Terminate the service
Termination
Termination of agreement
Termination of Contract
Termination of examination
Termination of service
Terms
Terms cash
Terms of agreement
Terms of appointment
Terms of reference
Territorial
Extra Territorial jurisdiction
Territorial connections
Territorial jurisdiction
Territorial limits
Territorial sea
Territorial waters
Test
Test audit
Test case
Test dose
Test of competence
Test of performance
Testimonials
Copies of Testimonials to be attached
Text
Text book

Text book committee

Text of speech

Thereafter

No claim will be entertained

Thereof

As a result thereof

Thinning

Thinning cycle

Thinning of trees

Third

Third degree methods

Third party claim

Third reading of the bill

Thorough

Thorough knowledge

Thorough knowledge of rules and regulations

Thoroughly

A Thoroughly capable officer

Thoroughly honest

Through

Through booking

Through ordinary channels

Through proper channel

Thumb

Thumb impression

Thumb mark

Rule of the Thumb

Time
Time bargain
Time barred
Time barred cheque
Time charges
Time fuse
Time handed in
Time lag
Time limit
Time of call
Time of duty
Time of occurance
Time of receipt
Time tate wage
Time roster
Time scale
Time scale of pay
Time specified
Time table
Time taken
Timely
Timely action
Timely amendments
Timely assistance
Timely notice
Title
Title by descent
Title by purchase
Title card
Title holder
Title of an Act
Title of affidavit
To
To all intents and
To be adjusted in accounts
To be conditionally released
To be deemed
To be exercised
To be in touch with people
To be on the anvil
To ones disadvantage
To the best of my ability knowledge and judgement
To the best of my knowledge and belief
To the detriment of government interest
The rules have been interpreted to the disadvantage of the applicant
To the entire satisfaction
To the extent of
To the extent of ability and experience
To the point
To the time of the rising of the Court
To whom it may concern
Token
Token appropriation
Token cut
Token No
Token of approval
Token of friendship
Token supplementary demand
Top
Trade
Trade area
Trade barriers
Trade depression
Trade employees Act
Trade gap
Trade mark
Trade test
Trade union
Trading
Trading account
Trading concern
Traffic
Traffic checking
Traffic congestion
Traffic in antiquities
Traffic in women
Traffic minded
Traffic sign
Trained
Trained manpower
Trained technical staff
Training
Training course
Training institutions
Training post
Training within industry
Transcribe
To transcribe noters in long hand
Transport
Transport charges
Transport duty ship
Transport vehicle
Transportation
Transportation fee
Transportation for life
Transportation of luggage
Travelling
Travelling allowance
Travelling allowance bill
Travelling allowance rules
Travelling audit party
Travelling on duty
Treasury
Treasury accountant
Treasury balance
Treasury bill
Treasury chalan
Treasury form No
Treasury from which payable
Treasury office
Treasury receipt schedule
Treasury transactions
Treaties
Treaties and agreements
Treaties of friendship
Treaties of peace and security
Trial
As a Trial
Employment on trial
Purchase on trial basis
Trial and error
Trial balance
Trial before court
Trial period
Trial production
Termination of Trial period
Triplicate
Triplicate copy
Triplicate warrant
TRUE
True and faithful accounts
True copy
Trust
Trust deed
Trust money
Trust property
Turning
Turning wheel
Turning point
Turning of life
Type
Type at once
Type machine
Type of vehicle
Different type
Typewriting
Unappropriated balances

Unanswered reference

Unanswer ole claim

Unambiguous

Unallotted balances

Unaided private school

Unadultrated statement bdfore the police

Unadultrated

Un adjusted amount form last year’s grant

Un adjusted amount

Unadultrated

Ultimaty the proposal was accepted

Ultimaty the sanction for temporary posts had to be revised

Ultra

Ultra microscopic

Ultra sonic

Ultra violet

Unanomous

Unanomous election

Unanomous vote of confidence

Un

Un adjusted amount

Un adjusted amount form last year’s grant

Unadultrated

Unadultrated statement bdfore the police

Unaided private school

Unallotted balances

Unambiguous

Unambiguous terms

Unanswer ole claim

Unanswered reference

Unappropriated balances
Unapproved text books

Unassimilated

Unassimilated food

Unassimilated political slogans

Unattested alteration

Unattested recruit

Unauthorised absence from duty

Unauthorised action

Unauthorised expenditure

Unauthorised extension of temporary posts

Unauthorised grant

Unauthorised occupation

Unauthorised possession

Unauthorised removal of record

Unavoidable

Unavoidable causes

Unavoidable impediment

Unbalanced

Unbalanced budget

Unbooked

Unbound copies

Uncalled share capital

Uncashed

Uncashed cheque

Uncertain

Uncertain conditions

Uncertain or indefinite

Uncertainty

Condition of Uncertainty
Uncertified
Unclaimed deposits
Unclaimed General Provident Fund deposits
Unclassified
Unclassified head of account
Uncommon difficulties
Uncommuted civil pension
Unconditional
Unconditional acceptance
Unconstitutional
Uncontested election
Uncontrolled expenditure
Unconventional method
Uncorroborated testimony
Uncovenanted service
Uncultivated plots of land
Unculturable land
Uncut and ungathered crops
Undended case
Undefined boundaries
Undemarcated borders
Undemocratic system of Govt
Undesirable elements
Undisbursed amount
Undisclosed destination
Undistributed cash balance
Undue accumulation of arrears
Undue advantage
Undue burden
Undue fluctuations in prices
Undue inconvenience
Undue preference
Unduly
Unduly harsh terms
Unearned income
Unearned increment
Uneconomical purchase
Uneducated
Unemployed
Unemployment
Unemployment relief
Unequal
Unfair advantage
Unfair dealing
Unfair differentiation
Unfair means
Unfavourable
Unfavourable balance
Unfavourable comment
Unfinished copy
Unfit for consumption
Unfit for duty
Unforeseen charges
Unfriendly act
Unhealthy conditions
Unidentifiable condition
Impeachable character
Uninhabitable
Uninterrupted service
Unirrigated lands
Unmarketable
Unloading of goods
Unlimited civil jurisdiction
Unloading
Unlicensed possession
Unlawful purpose
Unlawful assembly
Unjustified charges
Unjustified payments
Imposition of fine in this case is unjustified
Unnatural death
Unnatural offence
Unnecessary repetition of arguments
Unofficial
Unofficial letter
Unofficial memo
Unofficial No
Unofficial note
Unofficial observer
Unpaid capital
Unparliamentary behaviour
Unproductive effort
Unproductive works
Unprofessional conduct
Unprotected trade
Unpublished record
Unqualified
Unqualified apology
Unrealized balance
Unreasonable delay
Unrecognised institution
Unrecorded files
Unreduced
Unredeemable
Unroad worthy
Unsatisfactory
Unsatisfactory record of service
Unsea worthy
Unsecured
Unsecured advances
Unservicable
Unservicable stores
Unsettled accounts
Unsigned letter
Unskilled worker
Unspent balance
Unstamped letter
Unsuccessful
Untimely visit
Untraced
Untrained workers
Unused material
Unusual character
Unverified statement
Unworkable plan
Under
Underage
Under consideration
Under discussion
Under enquiry
Under estimate
Under execution
Under lock and key
Under mentioned
Under noted
Under observation
Under reference
Under registered cover
Under repair
Under usupension
Under the circumstances
Under the proviso
Under training
Underground
Underground cable
Underground service lines
Underlying
Underlying intention
Underlying principle
Under-represented
Under-represented communities
Undersigned
Undersigned is directed to say
Understaffed
Understaffed but efficient organisations
Understanding
Understanding of human nature
Understanding of the problem
Undertake
Undertake a journey
Undertake to do something
Under
Underworked
Undue
Undue financial aid
Unified
Unified scales of pay
Uniform
Uniform allowance
Uniform rates of pay
Uniform rate of exchange
Unilateral
Unilateral contract
Unilateral decision
Unique
Unique advantages
Unique chance
Unique feature
Unique opportunity
Unit
Unit cost
Unit of appropriation
Unit of production
Unless
Unless otherwise decided by the Government
Unless otherwise ordered
Unless otherwise provided
Unless the context otherwise requires
Unless there is any thing repugnant in the subject or context
Until
Until further notice
Until further order
Until the contrary is proved
Unworkable
The contract was made unworkable by including unnecessary restrictions
Up
Up and down
Up and down traffic
Upstream
Upto date
Upto the mark
The candidate was not found upto the mark
Upkeep
Upkeep of the children
Upkeep of the record

Urban

Urban area

Urban community development projects

Urban immovable property

Usual

Usual administrative expediencies

Usual working hours

Usual rate of interest

Utilization

Utilization of foreign loans for new development schemes

Utilize

To utilize the available resources

Vacancy

Leave Vacancy

Long term vacancy

Regular vacancy

Temporary vacancy

To defer appointment to a vacancy

To fill a vacancy

Vacant

Vacant appointment

Vacant post

To report the No: of Posts vacant for more than six months

Vacate

To vacate the premises

To vacate the Order

Vague
Vague instructions

Vague orders led to confusion

Vaguely

Vaguely worded letter

Valid

Valid and sufficient reason

Valid condition

Valid in law

Valid purpose

Valid upto 1986

Validating

Validating Act

Validity

Validity of the contract

Validity of the passport has expired

Valuable

Valuable advice

Valuable contribution

Valuable services

Valuable services were rendered in the struggle for independence

Valuation

Valuation of examination papers

Valuation of buildings for tax purposes

Value

Value account

Value of court fee stamps

Value parcel

I value your assistance

Variable
Variable allowance
Variable velocity
Light of variable intensity
Variation
Variation between grant and expenditure
Variation of contract
Variation statement
Velocity
Velocity of approach
Velocity of sound
Ventilation
Ventilation of grievances
Venue
Venue of trial
Venue for the meeting
The venue for the meeting was changed without notice
Verbal
Verbal alteration
Verbal change
Verbal communication
Verbal enquiries
Verbal instructions
Verbal statement
Verbative
Verbative reproduction
Verbative record
Verdict
Verdict of the jury
Verdict in the case
On the verge of retirement

Promotion means vertical movement in service

Discretion in this case vests in the head of Department

Vest in

Very special circumstances
Vested inheritance

Vested interest

Veteran

Veterans of war

Veterans of second world war

Veto

Veto power

Via

Via the shortest route

For T.A the journey is calculated Via the shortest route

Viable

The project is viable

Viability

Financial viability of the project is doubtful

Vice

Vice chancellor

Vice president

Vice versa

Peshawar to karachi and vice versa

Vicinity

Vicinity of office

Vide

Vide notes para 6

Vide notes overleaf

Vigilance

vigilance committee

Vigilant

Vigilant and jealous of his rights

Vigilant control
Village
Village Aid Administration
Village Aid Training Institute
Village Boundary
Village Craft
Village Headman
Village Panchayat
Village Watchman
Violation
Violation of Air Space
Violation of Borders
Violation of Rules
In Violation of Orders
Violence
Confession Obtained Through Violence
Violent
Violent Conduct
Violent Fluctuations
Violent Fluctuations of Gold Prices
Visa
Visa for Single Visit
Multi Visit Visa
Visit
First Visit of the Head
To Visit the Friends
Unexpected Visit
Visual
Visual Aids
Visual Angle
To declare a law as null and void

To fill in a void

Void condition

Void agreement

Vocational training

Vocational course

Vocational college

Vocal in his Demand

Vocal music

In competitive examinations the viva voce is as important as the written examination.

Vocal

Vocational

Vocational college

Vocational course

Vocational training

Void

Void agreement

Void condition

To fill in a void

To declare a law as null and void

Volume

Volume one

Book in two volumes

Freight is charged by volume

Voluntarily

Voluntarily causing hurt

Voluntarily abdicating his authority
Voluntary
Voluntary agreement
Voluntary appearance in court
Voluntary basis on
Voluntary consent
Voluntary effort
Voluntary insurance
Voluntary payment
Voluntary retirement
Vote
Vote of non confidence
Vote of thanks
Vote in local elections
Voted
Voted grants in the budget
Voter
Voter list
Voting
Voting by ballot
Voting by post
Voting by proxy
Voucher
Voucher book
Voucher credit
Voucher debit
Voucher for petty contingent expenditure
Wage
Wage board
Wage cut
Wage period
Wage scale
Waive
To waive the condition of maximum age
To waive recovery of departmental charges
To waive the possession of Masters degree in the face of long experience
Wall
Wall hook
Wall map
Want
Want of confidence
Want of jurisdiction
Want of knowledge
Want of sufficient care
Bad work due to want of tools
War
War affected areas
War book
War cry
War economy
War injuries compensation
War memorials
War risks insurance
War service
Warehouse
Warehouse charges
Warning
Warning memo
Warning system
Early warning system
Warrant
Warrant case
Warrant of attest
Warrant of attachment
Warrant of precedence
Warrant of precedence indicates the relative position of notables
Waste
Waste of public funds
Waste of time and money
Waste paper basket
Waste full expenditure
Wastage
Wastage of funds through negligence
Wasteful
Wasteful expenditure
Wasteful habits
Water
Water charges
Water discharge capacity
Water logged
Water marked paper
Water mill
Water proof coat
Water rates
Water supply and drainage system
Water works
Water mark
High water mark
Water marked paper
Way
Way bill
Way in
Way out
Ways & means
Where there is will there is a way
Ways
Ways and means
Ways and means position has to be reviewed before finalizing taxation proposals
No new taxes will be necessary if the ways & means position is satisfactory
Wear
Wear and tear
Normal wear and tear
Weather
Weather and crop report
Weather factors
Weather report
Wealth
Wealth tax
Welfare
Welfare economics
Welfare work
Welfare worker
Staff Welfare fund
Weekly
Weekly arrears report
Weekly balance report
Whereabouts of the missing file

Whereabouts

Wharfage charges

Whereabouts of the missing file

Whereas it is expedient to ament and consolidate the law relating to

Which

Which are liable to be submitted

Whichever

Whichever is later

Whichever is permissible

Whichever is sooner

Whole

Whole cause of action

Whole life insurance

Whole sale rate

Whole time worker/expyee

Whole time permanent post

Wide
Wide range of work
Wide spread calamity
Wide spread repercussions of supersessions in promotions
Wilful
Wilful absence
Wilful act
Wilful breach of rules
Wilful default
Wilful delay in carrying out orders
Wilful neglect
Wilful obstruction
Wil
Will be binding on all concerned
Will be deemed a breach of law
Will be met from budget allotment
Will follow
Will try to accommodate
With
With deliberation and premeditation
With due deference
With due regard to
With effect from
With future effect
With impunity
With or without notice
With permission to prefix
With permission to suffix
With permission to prefix and suffix the holidays
With reference to
Wilful obstruction
Wilful breach of rules
Wilful neglect
Wilful default
Wilful delay in carrying out orders
Wilful absence
Wilful act
Wilful
With reference to correspondence ending or resting with

With reference to letter NO...... dt.....

With respect to

With restospective effect

With special reference to

With least possibel delay

With the proviso

With with the remarks

Withdrawal

Withdrawal of / from a suit

Withdrawal of a claim

Withdrawal of application

Withdrawal of charges

Withdrawal of powers

Withholding

Withholding of increments does not always have a cumulative effect

Within

Capacity

Within Jurisdiction

Within reasonable compass

Within the meaning of

Within the strict purview of rules

Witness

Witness box

Witness for defence

Witness to the incident

Bear witness to something

Without

Without avoidable delay
Without comment

Without delay

Without detriment to official duties

Without fail

Without further action

Without good cause

Without interruption

Without let or hinderance

Without limit of time

Without loss of time

Without notice

Without pay

Without prejudice to the discretion of competent authority

Without prejudice to generality of the foregoing provisions

Without pressure

Without reserve

Without restraint

Work

Work agent

Work bills

Work charged establishment

Work in hand

Work in progress

Work order

Work of public utility

Workable

The proposal in the preceding paragraph in not workable

Working

Working capital
Working class
Working class cost of living index numbers
Working day
Working definition
Working drawing
Working estimates
Working expenses
Working hours
Working knowledge
Working partner
Working plan
Working season
In working order
Workshop
Workshop drawings
Workshop facilities
Workshop machinery
Written
Written acknowledgement
Written approval
Written assurance
Written complaint
Written consent
Written down value
Written obligation
Written off stocks
Written order
Written permission
Written statement
Written undertaking
Wrong
Wrong assessment
Wrong side of the road
Wrongful
Wrongful appropriation
Wrongful confinement
Wrongful detention
Wrongful restraint
Wrongful seizure
Year book
Year book of account
Year book of manufacture
Year books work
To year book basis
Year book under report
Year book under review
Sanction of posts on year book to year book basis
Yearly
Yearly balance sheet
Yearly review
Yield
Yield capacity
Yield from the land
Yield per acre
Such efforts will Yield no result
Yours
Yours faithfully
Yours obediently
Yours sincerely

Yours truly

Your obedient servant

Zeal

Work with zeal and devotion

Zealous

Zealous political leader

Zealous worker

Zero

Zero degree

Zero earning

Zero hour

Zero level

Zone

Neutral zone

Zone of agreement