



NATIONAL ASSEMBLY SECRETARIAT

No. F. 19 (13)/2026-HRM-I (57)
Islamabad, the 14th May, 2026

(Austerity and Fuel Conservation Measures)

OFFICE ORDER

In continuation of the Cabinet Division's Notification No. 7-2/2026.Min.I, dated 11th May, 2026, the Hon'ble Speaker has extended the applicability of the austerity measures announced vide this Secretariat's Notification of even number dated 10th March, 2026 until further orders.

2. It has been observed that certain Wings, Directorates, Branches and Officers call more than 20% staff without any justifiable reasons.

3. It has been decided that all Wings will prepare duty roster of their staff maintaining and submit to the HRM Wing for the month of May, 2026 in compliance with the following instructions:

- (1) 20% staff shall perform duties through physical presence at their respective workplaces; and 80% staff shall work virtually from their homes;
- (2) All employees shall ensure their availability at home through telephone, email, WhatsApp and other communication tools;
- (3) Home-based employees shall report to the office at one hour's notice if required by their reporting officers;
- (4) Only 20% employees shall be entitled to Diet Allowance / Overtime Charges;
- (5) Duty Roster will be prepared in the following format with approval of the Advisor or concerned Special Secretaries;

S. No.	Name of Wing	Name of Reporting officer (not less than BPS-20)	
	Name & Designation of Employee	Date of duty (From _____ To _____)	Justifications for more than 20% staff
(1)			
(2)			
(3)			
(4)			

- (6) Requests for more than 20% employees in each cadre shall be entertained with valid reasons and on the recommendation of the Adviser or the concerned Special Secretary.

(Syed Mujahid Hussain)
SO (HRM-I)

All Employees of the National Assembly Secretariat.

Copy for information:

- (1) Principal Secretary to the Hon'ble Speaker
- (2) Staff Officer to the Secretary
- (3) SPS to the Adviser on Legislation, Parliamentary Proceedings and Training
- (4) SPS to the Chief Technical Advisor
- (5) All Special Secretaries, Additional Secretaries, Joint Secretaries & Deputy Secretaries
- (6) Senior Director General, All Director General & Directors
- (7) All Wings, Directorates, Branches & Offices
- (8) Section Officer (Cash & Accounts) (for processing Diet Allowance)
- (9) Section Officer (DSU) (for sharing in official group & up-loading on official website)
- (10) Office Order Folder

NATIONAL ASSEMBLY SECRETARIAT



No. F. 19 (13)/2026-HRM-I
Islamabad, the 11th March, 2026

Duty Roaster for Austerity & Fuel Conservation

OFFICE ORDER

In pursuance of this Secretariat's Notification of even number dated 10th March, 2026, the following officers shall perform duties with immediate effect and until further orders:

- (1) Mr. Aurangzeb Marral, Additional Secretary (PAC)
- (2) Syed Haseen Raza Zaidi, Additional Secretary (Committees)
- (3) Mr. Rizwan Ullah, Additional Secretary (Legislation)
- (4) Ms. Minail Khan, Chief Technical Adviser
- (5) Mr. Abdul Hadi Channa, Senior Director General (Proceedings)
- (6) Mr. Muhammad Usman Ali, Joint Secretary (HRM)
- (7) Mr. Arshad Ali Khan, Joint Secretary (SI)
- (8) Mr. Muhammad Jawad Abid, Joint Secretary (Admn)
- (9) Mr. Salman Jah, Joint Secretary (Finance)
- (10) Mr. Riaz Ahmed, Joint Secretary (PAC)
- (11) Mr. Muhammad Afzal, Joint Secretary (Legislation)
- (12) Mr. Muhammad Iqbal, Joint Secretary (Committees)
- (13) Mr. Muhammad Farooq Mushtaq, Joint Secretary (Services)
- (14) Mr. Jahanzeb Shah, Director General (Interpretation **(only during sessions)**)
- (15) Syed Muhammad Nouman Shah, Director General (KC)
- (16) Mr. Humayun Malik, Director General (PFGs)
- (17) Mr. Muhammad Nawaz, Director General (Reporting)
- (18) Mr. Muhammad Mohsin Iqbal, Director General (Research)
- (19) Mr. Inam Ahmed, Director General (Translation)
- (20) Mr. Tahir Farooq, Draftsman
- (21) Mr. Zafar Sultan Khan, Director General (Media)
- (22) Mr. Muhammad Khursheed Anwar, Director General (Attendance)
- (23) Ms. Salma Joveria, Director General (IR)
- (24) Mr. Nisar Ahmad, Director General (Protocol)
- (25) Mr. Muhammad Adnan Azeem, CF & AO
- (26) Mr. Walayat Khan, Deputy Secretary (PCs)
- (27) Mr. Muhammad Farooq, Deputy Secretary (HRM)
- (28) Mr. Muhammad Ghiyas, Deputy Secretary (Legislation)
- (29) Syed Hassan Raza Gilani, Deputy Secretary (Legislation)
- (30) Mr. Saeed Akhtar Bhatti, Deputy Secretary (Finance)
- (31) Mr. Wajahat Ahmed, Deputy Secretary
- (32) Syed Sajjad Mohy-ud-Din, Deputy Secretary (Committees)
- (33) Mr. Asif Ali Shah Zaidi, Deputy Secretary (Services)
- (34) Mr. Tanveer Ahmad Awan, Deputy Secretary (PAC-Imp)
- (35) Mr. Shabbir Ahmad, Deputy Secretary (PAC)
- (36) Mr. Assad Khan, Deputy Secretary (Admn-I)
- (37) Mr. Hassan Mehdi, Deputy secretary (Admn-II)
- (38) Mr. Muhammad Sadaqat, Deputy Secretary (Budget)
- (39) Mr. Asadullah, Director (Audio Transmission)
- (40) Mr. Bilal Ahmed, Director (IT)
- (41) Syed Muhammad Ahsan Zaidi, Director (Protocol)
- (42) Mr. Farhat Abbas, Deputy Seargeant-at-Arms
- (43) Mr. Muhammad Haroon, Assistant Secretary
- (44) Mr. Talha Haroon, Deputy Director (Questions)
- (45) Mr. Tufail Ahmad Khuhawar, Assistant Secretary (Printing)
- (46) Mr. Muhammad Mukhtar, Section Officer (Questions)

- (47) Mr. Shafiq-ur-Rehman, Assistant Secretary
- (48) Mr. Nasir Mehmood, Staff Officer to the Deputy Speaker
- (49) Mr. Shehryar Khan, Staff Officer to the Leader of the Opposition
- (50) Mr. Muhammad Arsalan Sadaqat, Staff Officer to the Secretary

3. The above-mentioned officers are allowed to call **one subordinate officer** and **one staff member** from their respective Wing/Directorate/Branch/Office on rotational basis.

4. In addition, they may call **any subordinate officer** and **staff member** from their respective Wing/Directorate/Branch/Office to perform urgent official business with prior approval of the Joint Secretary (HRM); however, a subordinate officer or staff member shall not be called until rotation of all other officers/staff in the same Wing/Directorate/Branch/Office is completed.

5. The Security Branch will depute maximum **20** officers/staff in the morning shift and **6** officers/staff in each evening as well as night shifts; and R & I Branch will operate with maximum **3** employees per shift.

6. This issues with the approval of the Secretary, National Assembly Secretariat.

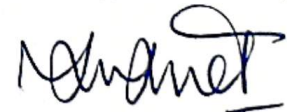


(Syed Mujahid Hussain)
Section Officer (HRM)

All Employees of the National Assembly Secretariat

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(Syed Mujahid Hussain)
Section Officer (HRM)