

NATIONAL ASSEMBLY SECRETARIAT

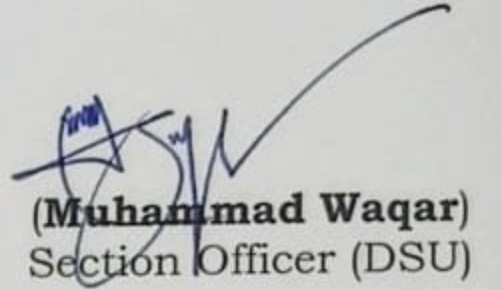
F. No. 1(1)/2024-DSU

Islamabad, the 19th September, 2025

OFFICE ORDER

In partial modification of this Secretariat's Office Order No. 1(1)2024-DSU, dated 8th May, 2025, employees of the Secretariat are required to follow the instructions:

- (a) Duty period of eight (08) hours per day shall be treated as a full working day for all purposes, including entitlement of Diet Allowance, etc.
 - (b) All gazetted employees shall submit their claims of Diet Allowance under their own signature.
 - (c) All non-gazetted shall submit their claims of Diet Allowance through their respective reporting officers.
2. This issues with approval by the Hon'ble Speaker.


(Muhammad Waqar)
Section Officer (DSU)

✓ All employees of the
National Assembly Secretariat

NATIONAL ASSEMBLY SECRETARIAT

(Data Source Unit)

F.No.1(1)/2024-DSU

Islamabad, the 25th July, 2025

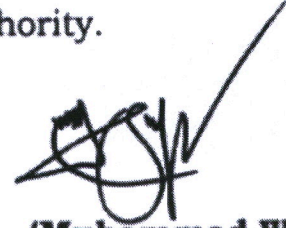
CIRCULAR

Several employees of the Secretariat have submitted requests for exemption from marking attendance through Biometric Attendance Machines in violation of Biometric Attendance Policy in vogue.

2. The competent authority has taken serious notice of such tendency and required strict compliance of the instructions already issued *vide* this Secretariate's Office Order No. 1(1)/2024-DSU, dated 8th May, 2025 (**overleaf**).

3. All employees in BPS-1 to 20 are hereby, once again, directed to follow the above-mentioned instruction in letter and spirit.

4. This issues with the approval of the competent authority.



(Muhammad Waqar)
Section Officer

All employees of the National Assembly Secretariat

Copy to:

- (1) Principal Secretary to the Hon'ble Speaker
- (2) JS to the Hon'ble Deputy Speaker
- (3) JS to the Hon'ble Leader of the Opposition
- (4) All Private Secretaries to the Hon'ble Chairmen of all Committees.
- (5) Staff Officer to Secretary General
- (6) All Officers/Branches of the National Assembly Secretariat

NATIONAL ASSEMBLY SECRETARIAT
(Data Source Unit)

F.No.1(1)/2024-DSU

Islamabad, the 23rd June, 2025

OFFICE MEMORANDUM

All employees of the Secretariat are hereby informed / reminded that:

- (a) **instructions** for marking attendance through the Biometric Attendance Machines were previously issued *vide* this Secretariat's Office Order No. 1(1)/2024-DSU, dated 8th May, 2025 (for ease of reference, the said Order is reproduced **overleaf**);
 - (b) **review** of biometric attendance data has revealed that a significant number of employees have not been marking their attendance in accordance with the said instructions; and
 - (c) **concerns** raised by several Reporting Officers have also been substantiated through the said review regarding a prevailing tendency amongst their subordinate staff towards late arrival, early departure and untimely submission of leave applications, etc.
2. Foregoing in view, all employees in BPS-1 to BPS-20 are advised to:
- (a) **observe** the prescribed instructions contained in the Order (overleaf) to demonstrate personal integrity and uphold collective discipline within the Secretariat;
 - (b) **refrain** from defiance of the afore-mentioned instructions; and
 - (c) **avoid** from displaying any conduct that may be deemed prejudicial to good order or service discipline to protect themselves from attracting disciplinary action.
3. Employees facing any difficulty in marking attendance or having queries relating to Biometric Attendance Machines may contact DSU's staff for facilitation.
4. This issues with the approval of the competent authority.



(Muhammad Farooq)
Deputy Secretary (Establishment)

All Employees of the National Assembly Secretariat

Copy to:

- (1) The Principal Secretary to the Hon'ble Speaker
- (2) The Joint Secretary to the Hon'ble Deputy Speaker
- (3) The Joint Secretary to the Hon'ble Leader of the Opposition
- (4) All Private Secretaries to the Hon'ble Chairmen Standing Committees
- (5) The Staff Officer to Secretary General
- (6) All Officers/Branches of the National Assembly Secretariat

NATIONAL ASSEMBLY SECRETARIAT

F. No. 1(1)/2024-DSU

Islamabad, the 8th May, 2025

OFFICE ORDER

In supersession of this Secretariat's Office Order No. 1(1)2024-DSU, dated 18th September, 2024, employees of the Secretariat are required to follow the instructions, contained in this Office Order, for marking their attendance and claiming Diet Allowance:

(1) Mandatory Attendance:

- All employees in **BPS-1** to **BPS-20** shall mark attendance through the Biometric Attendance System to be maintained by the Data Source Unit (DSU).
- The following office hours are mandatory:

Non-Session days	09:00 a.m. to 05:00 p.m.
Session Days	09:00 a.m. to 06:00 p.m. or 30 minutes after conclusion of the Sitting, whichever is later.
Lunch and Prayer	12:45 p.m. to 01:45 p.m.

(2) Use of Machines:

- Employees posted in the main Secretariat shall use Biometric Attendance Machines installed in the Parliament House only.
- Employees posted in the Additional Block and in the Offices of the Honourable Chairmen Standing Committees shall mark attendance at the machines installed in the premises of the said Block or Offices.

(3) Late Arrival / Early Leaving:

- Marking attendance through Biometric Attendance System later than 30 minutes or earlier than 15 minutes of the prescribed office timings shall be treated as late arrival or early leaving, respectively.
- Marking attendance till 11:00 a.m. shall be treated as absence from duty unless Short Leave is granted by the respective Reporting Officer that too not more than twice in a calendar month.
- Marking attendance after 11:00 a.m. shall be treated as absence from duty unless Casual Leave is granted by the respective Reporting Officer.
- Non-marking attendance in morning or evening shall be treated as absence from duty.

(4) Claims of Diet Allowance:

- Claims of all employees in BPS 1-21 shall be verified by their respective Reporting Officer.
- Claims of employees without posting shall be processed upon verification by the concerned Establishment Branches and DSU.
- Claims of former Speaker's personal staff shall be verified by the concerned former Speakers.
- Claims of the staff posted with the Chairmen Standing Committees shall be verified by the concerned Chairman.
- The DSU shall send a monthly statement to the Section Officer (Cash & Accounts) through official mail on or before 3rd of each month. The Statement shall contain any type of leave (including short leave) of all employees, availed during the preceding month.
- Disciplinary proceedings shall be initiated against the claimants of false and unverified claims.

(5) Attendance Register:

- All Offices, Directorates and Branches of the Secretariat shall maintain Attendance Register.
- Such Registers shall be submitted to the DSU on quarterly basis.

(6) Leave Record:

- Accounts of all types of leaves shall be maintained by the DSU.
- All leave sanctioning authorities shall forward applications of their sub-ordinate staff for all kinds of leaves to the concerned Establishment Branch.
- An application for Casual Leave, duly granted by the concerned Reporting Officer, shall be forwarded to the DSU for up-dation of record.

(7) Office Timings for Female Employees:

Female employee, except those required for session related duties, shall be allowed to leave their offices at *Maghrib*.

2. None of the employee of the Secretariat in BPS 1-20 shall be exempted from marking attendance through Biometric Attendance System.

3. This issues with approval by the Hon'ble Speaker.

(Muhammad Waqar)
Section Officer (DSU)

✓ All employees of the
National Assembly Secretariat