

NATIONAL ASSEMBLY SECRETARIAT

[Training Branch]

F. No. 14(1)/2025-HRD

Islamabad, the 9th October, 2025

CIRCULAR

Subject: **NEW ORGANIZATIONAL CHART OF THE NATIONAL ASSEMBLY SECRETARIAT**

As an integral component of the ongoing institutional building initiatives, the Hon'ble Speaker has been pleased to approve new Organizational Chart of the National Assembly Secretariat.

2. Salient features of the Chart are as follows:

- (1) **reflection** of hierarchal structure of the Secretariat through all officers in BPS-17 to BPS-22;
- (2) **rationalization** of workload amongst the Wings on the basis of relevancy, equality as well as equity; and
- (3) **additional** allocation of the following officers:
 - (a) Joint Secretary (Services);
 - (b) Deputy Secretary (Admn-II);
 - (c) Deputy Secretary (Kashmir Committee);
 - (d) Deputy Secretary (Motion);
 - (e) Deputy Secretary (Parliamentary Forums);
 - (f) Deputy Secretary (Questions);
 - (g) Deputy Secretary (Security);
 - (h) Deputy Secretary (Staff) and Deputy Secretary (Public);
 - (i) Assistant Secretary or Section Officer in the office of the CF & AO; and
 - (j) Assistant Secretary or Section Officer (Security).

(4) **Placement of.-**

- (a) Additional Secretary (Committees), Additional Secretary (PAC) and Sergeant-at-Arms under the Advisor on Legislation, Parliamentary Proceedings & Training;
- (b) Joint Secretary (Litigation) under the Additional Secretary (Legislation);
- (c) Director General (IT) under the Additional Secretary (Admn);
- (d) Deputy Secretary (Services) and the Deputy Secretary (Estate) under the Joint Secretary (Services);
- (e) Deputy Secretary (Security) under the Joint Secretary (Administration);
- (f) Admn-I and Procurement Branches as well as Solar Energy Cell under the Deputy Secretary (Admn-I);
- (g) Admn-II and R & I Branches as well as Transport Branch under the Deputy Secretary (Admn-II);
- (h) both MNA's Service Center under the Deputy Secretary (Service);
- (i) HRM-I, HRM-II, Discipline, Training, Record branches and DSU under the Deputy Secretary (HRM);
- (j) Telecasting, Audio Transmission and Media Directorates under the Director General (Media);
- (k) Legislation Branch, Print & Publications Branch and Proof-Reading Branch under the Deputy Secretary (Legislation);
- (l) Assistant Secretary / Section Officer for Security Branch;
- (m) Deputy Secretary (Motion) and Deputy Secretary (Questions) under the Joint Secretary (Legislation); and
- (n) Directorate of Editing under the Senior Director General (Proceedings).

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(5) **Merger of.-**

- (a) Parliamentary Committees Wing as Parliamentary Committee Branch in the Committee Wing; and
- (b) Print Unit and Printing Branch into single branch, namely, Print & Publications Branch.

(6) **Re-naming** of nomenclature of the following officers/branches:

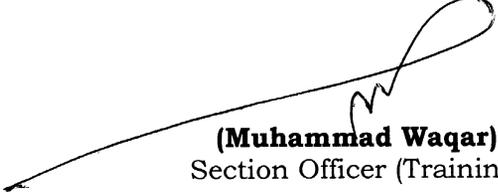
- (a) Joint Secretary (Establishment) and Deputy Secretary (Establishment) as Joint Secretary (HRM) and Deputy Secretary (HRM), respectively.
- (b) Establishment-I Branch and Establishment-II Branch as HRM-I, HRM-II, respectively;
- (c) Confidential Branch as Discipline Branch; and
- (d) HRD Branch as Training Branch.

(7) **Overall structure** of the Secretariat, headed by the Secretary General, shall be as follows:

- (a) Wing headed by a Special Secretary/ Additional Secretary or Joint Secretary;
- (b) Directorate headed by a Director General or Director;
- (c) Branch headed by an Assistant Secretary or Section Officer;
- (d) Office held by an officer in BPS-19 and above; and
- (e) Staff Officer to be posted from amongst the officers, in his own pay and Scale.

2. The approved Organizational Chart will be uploaded on the official website and displayed in the offices of the Hon'ble Speaker office; Secretary General; Additional Secretary (Admn); offices of all officers in the HR Wing; and at two conspicuous places in the Secretariat.

3. **Henceforth**, the Organizational Chart stands implemented; therefore, all officers / branches shall use new nomenclatures and follow the chain of command structured herein.


(Muhammad Waqar)
Section Officer (Training)

All Employees of the
National Assembly Secretariat

Distribution:

- (1) The Principal Secretary to the Hon'ble Speaker
- (2) The Secretary General
- (3) The Adviser on Legislation, Parliamentary Proceedings and Training
- (4) The Special Secretaries / Additional Secretaries / Joint Secretaries / Deputy Secretaries / Assistant Secretaries / Section Officers
- (5) The Senior Director General / all Director Generals / Directors / Deputy Directors / Assistant Directors
- (6) The Director General (IT) **(with request to upload the Organizational Chart at the official website)**
- (7) All Wings / Directorates / Branches / Cells / Offices.

NATIONAL ASSEMBLY SECRETARIAT ORGANIZATIONAL CHART

F. No.14(1)/2025-HRD

Approved by the Hon'ble Speaker
on 8th October, 2025



Secretariat	headed by	Secretary General
Wing	headed by	Special Secretary/Additional Secretary/ Joint Secretary
Directorate	headed by	Director General/Director
Branch	headed by	Assistant Secretary/Section Officer
Office	headed by	an officer in BPS-19 and above

	Hon'ble Speaker
	Secretary General
	Advisor/Special Secretary
	Additional Secretary/Chief Technical Advisor
	Joint Secretary/Sr. Director General/ Director General/Draftsman

Hon'ble Speaker
National Assembly

Principal Secretary to the Speaker/
Additional Secretary

Secretary General

CF&AO

Staff Officer

Deputy Secretary (Staff)

Deputy Secretary (Public)

AS/SO/PS

AS/SO/PS

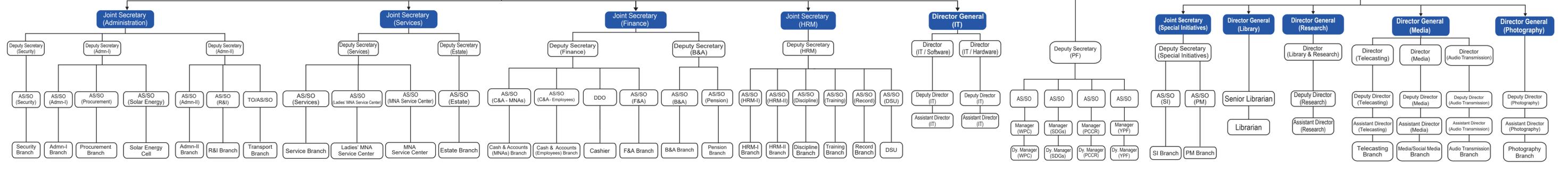
Speaker Office

Additional Secretary (Administration)

Special Secretary (Special Initiatives)

Chief Technical Advisor

Additional Secretary (Special Initiatives)



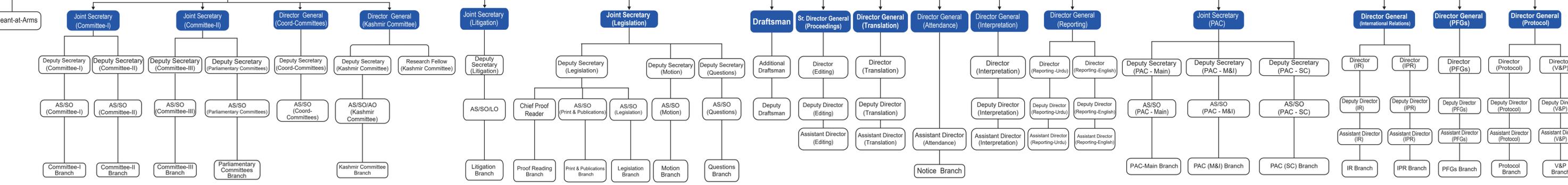
Advisor on Legislation, Parliamentary Proceedings & Training

Special Secretary (Parliamentary Diplomacy & Protocol)

Additional Secretary (Committees)

Additional Secretary (Legislation)

Additional Secretary (PAC)



AS	AO	B & A	C & A	DDO	DSU	F & A	HRM	IPR	IT	IR	LO	M & I	PCCR	PAC	PF	PFGs	PM	SPS/PS	R & I	SC	SDGs	SI	SO	STAFF OFFICER	TO	V&P	WPC	YPF
Assistant Secretary	Accounts Officer	Budget & Accounts	Cash & Accounts	Drawing & Disbursing Officer	Data Source Unit	Finance & Accounts	Human Resources Management	Inter-Parliamentary Relations	Information Technology	International Relations	Litigation Officer	Monitoring & Implementation	Parliamentary Caucus on Child Rights	Public Accounts Committee	Parliamentary Forum	Parliamentary Friendship Groups	Project Management	Private (or) Senior Private Secretary	Receipt & Issue	Sub Committee	Sustainable Development Goals	Special Initiatives	Section Officer	Any officer in his own pay & scale	Transport Officer	Visa & Passport	Women Parliamentary Caucus	Young Parliamentarians Forum