

NATIONAL ASSEMBLY SECRETARIAT
(Establishment Branch-I)

No.F. 19(2)/2024-Estt-I

Islamabad, the 2nd August, 2024.

CIRCULAR

It has been observed that some branches of the Secretariat are not adhering the instructions for diarizing the incoming dak from within or outside the Secretariat. Lack of diarizing of the dak is causing unbearable loss / embarrassment not only for individual but also for the Secretariat. Therefore, all Sections / Branches are directed to acknowledge receipt of all incoming dak from within or outside through affixing stamp of the following specimen:

NATIONAL ASSEMBLY SECRETARIAT
(Branch Name)
Received

From.....
(Name) (Designation)

By.....
(Name) (Designation)

Date..... Time.....

2. In case of any inconvenience or deviation from above instructions employees of the secretariat may contact Joint Secretary (Establishment) or Deputy Secretary(Establishment), please.
3. The above instructions should be implemented by all Sections / Branches within 10 days.
4. This issues with approval of the Competent Authority.


(Assad Khan)
Section Officer

All Employees / Branches