

# NATIONAL ASSEMBLY SECRETARIAT

Islamabad, the 12<sup>th</sup> November, 2024

## OFFICE ORDER

**F.No. 19 (1)/2024-Estt-I.(164)**: The Competent Authority has been pleased to delegate administrative powers to issue NOCs / letters / certificates in the following matters to Deputy Secretary (Establishment):

1. Free medical facility from AFIC & Al-Shifa Eye Trust
2. NOC to visit abroad officially
3. Educational Grant / Stipend
4. Marriage Grant
5. Farewell Grant
6. Service Certificate
7. Grant of Casual Leaves to the employees without posting
8. Claims of diet allowance of the staff without posting
9. Certificates in respect of the employees who remain without posting for the purpose of PERs

2. This issues with approval of the Competent Authority i.e Secretary General.



(Syed Mujahid Hussain)  
Section Officer

### **Distribution:-**

1. Principal Secretary to Hon'able Speaker
2. Director to Secretary General
3. SO to Additional Secretary (Admin)
4. Joint Secretary (E)
5. Deputy Secretary (E)
6. Section Officer (E-I)
7. Section Officer (E-II)
8. Concerned Branches
9. Office Order folder.

**NATIONAL ASSEMBLY SECRETARIAT**

Islamabad the 6<sup>th</sup> October, 2011.

**OFFICE ORDER**

**No.10(1)/2008-Estt.I.( 90 ):** The Secretary, National Assembly Secretariat has been pleased to delegate administrative powers to the officers in the National Assembly Secretariat as under:-

- (a) Cases of grant of all kinds of leave to Officers in BS-21 only shall be sent to Worthy Secretary for approval.
- (b) All kinds of leave to Officers in BS-19 and BS-20 including ex-Pakistan leave shall be granted by Additional Secretary (Administration).
- (c) All kinds of leave to Officers in BS-16 to BS-18 including ex-Pakistan leave shall be granted by the Joint Secretary (Establishment). He will also be the competent authority for issuance of NOC for Passport and for leaving abroad of all employees in BS-01 to BS-22.
- (d) All kinds of leave including ex-Pakistan leave to employees in BS-1 to BS-15 shall be granted by Deputy Secretary (Establishment).

**(ARSHAD MANSOOR-UL-HAQUE)**  
Deputy Secretary

**Distribution**

1. P.S. to Secretary, National Assembly Secretariat.
2. P.S. to Additional Secretary (A), National Assembly Secretariat.
3. P.S. to Additional Secretary (Legislation/Committee).
4. P.S. to All Directors General, National Assembly Secretariat.
5. P.A. to All Joint Secretaries/Deputy Secretaries, National Assembly Secretariat.

**(ARSHAD MANSOOR-UL-HAQUE)**  
Deputy Secretary