



NATIONAL ASSEMBLY SECRETARIAT

(Data Source Unit)

F. No. 1(1)/2026-DSU
Islamabad, the 22nd January, 2026

Disposal of Official Business

OFFICE ORDER

WHEREAS, a tendency has been observed that certain employees mark / forward official business to the authorities or other wings, directly.

2. **AND WHEREAS**, such manner of official business is not only affecting integrated performance management of the Secretariat, but also in violation of Organogram (**available at official website**).

3. **AND WHEREAS**, complaints in unjustified and inordinate delays in processing official business are also required to be discontinued immediately.

3. **FOREGOING IN VIEW**, all employees are directed to route their all types of official business including notes, files and applications, etc. to other Wing, Directorate, Office or Branch through the following manner:

(1) **Movement within and outside the Wings:**

- The Committees, Legislation and PAC Wings - through the Adviser on Legislation, Parliamentary Proceedings and Training **or** in case of his non-availability, through Additional Secretary of the concerned Wing.
- The International Relations Wing - through the Special Secretary (PD & P) **or** in case of his non-availability, through concerned Director General posted the same Wing.
- The Special Initiative Wing - through the Special Secretary (SI) **or** in case of his non-availability, through Additional Secretary of the same Wing.
- Admn Wing - through the Additional Secretary (Admn) **or** in case of his non-availability, through the concerned Joint Secretary or Director General posted in the Admn Wing.
- Horizontal marking of official communications in any other manner shall stand prohibited forthwith.


(2) **Use of Name, Stamp, Signature, Date and Time:**

- Marking officers shall mention their names or stamps besides signature, date and time.
- Receiving officers or staff shall also mention their names or stamps besides signature, date and time.
- All Wings, Directorates, Offices and Branches are required to use stamp specimen whereof is **overleaf**.

(3) **Efficient Disposal of Official Business:**

- Ordinary** official business shall be submitted to offices of the competent authority within **24** hours from receipt of the fresh receipt.
- Urgent** official business shall be submitted to offices of the competent authority within the **same** working day regardless of its delivery time at the destination.

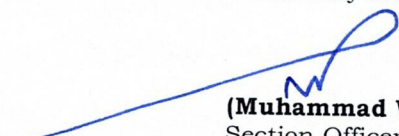
4. This issues with the approval of the Competent Authority.


(Muhammad Farooq)
Deputy Secretary (HRM)

All employees of the
National Assembly Secretariat

Copy to:

- The Principal Secretary to the Hon'ble Speaker
- The Staff Officer to the Secretary
- The Adviser on Legislation, Parliamentary Proceedings and Training
- All Special Secretaries / Additional Secretaries / Joint Secretaries / Senior DG & DGs
- All officers / staff of each Wings, Directorates, Offices & Branches of the National Assembly Secretariat


(Muhammad Waqar)
Section Officer (DSU)

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)

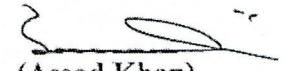
Received

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